

# BOROUGH OF DEAL

190 Norwood Avenue  
Deal, New Jersey 07723



**Transfer of Ownership  
(Sale Application)  
Block \_\_\_\_\_ Lot \_\_\_\_\_**

**FAXED/ EMAILED COPIES OF APPLICATIONS ARE NOT ACCEPTED**  
**INCOMPLETE APPLICATIONS ARE NOT ACCEPTED**

Application is hereby made for the *TRANSFER OF OWNERSHIP/TITLE ONLY*. I fully understand that the property is not to be occupied until an inspection is conducted and the approval for the issuance of a *CERTIFICATE OF OCCUPANCY* for this location.

Property Address: \_\_\_\_\_

Current Owner of Property: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ Phone \_\_\_\_\_  
( post office box is not an acceptable address)

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

1. Buyer's Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2. Buyer's Name: \_\_\_\_\_ Phone \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**(Note: If more than two buyers, please submit the names and required information for ALL additional buyers)**

A non-refundable fee of **\$65.00** must be paid at the time of the application.  
Payment can be made with cash, check, or money orders. (credit cards are not accepted)

1. \_\_\_\_\_  
Buyer Signature Date Drivers License #/ Photo ID

2. \_\_\_\_\_  
Buyer Signature Date Drivers License #/ Photo ID

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**NO OCCUPANCY IS PERMITTED WITH A  
TRANSFER OR OWNERSHIP/TITLE**

- 1. Single Family \_\_\_\_\_
- 2. Two Family \_\_\_\_\_
- 3. Multi Family \_\_\_\_\_ No. Units \_\_\_\_\_
- 4. Commercial \_\_\_\_\_ No. Units \_\_\_\_\_

Realtor's Name \_\_\_\_\_ Phone: \_\_\_\_\_

Agency: \_\_\_\_\_

---

**NAME AND SIGNATURE OF PERSON SUBMITTING THIS APPLICATION**

-----

I, \_\_\_\_\_ will not permit occupancy of the premises located at \_\_\_\_\_ until the premises are in full compliance with all Federal, State, County, and Municipal Regulations. Furthermore, I will not permit occupancy of the premises until a clear Certificate of Occupancy is obtained from the Borough of Deal Code Enforcement Department.

Signature(s) of Buyers: 1. \_\_\_\_\_  
2. \_\_\_\_\_

Notary:

Seal:

**FOR OFFICE USE ONLY**

Open Building Permits **YES** **NO** Notes \_\_\_\_\_

Date: \_\_\_\_\_ Fee Received \$ \_\_\_\_\_ Ck # \_\_\_\_\_



# BOROUGH OF DEAL

Code Enforcement  
190 Norwood Ave  
Deal NJ 07723  
(732)531-1454  
Building@dealborough.com

## **Certificate of Inspection Checklist** Residential/ Commercial **Sales & Rentals & Transfer of Title**

### **TO BE SUBMITTED WITH YOUR APPLICATION:**

All applications MUST contain the following information.  
Incomplete applications will not be accepted.

1. Applications must be submitted complete
  - a. Applications **WILL NOT** be accepted without all tenants/buyers information
2. Applicants must clearly print the names & ages of ALL occupants
3. All construction permits and violations must be closed out
4. All TAXES must be paid up to date
5. All commercial applications must have a description of the business attached to the application for zoning approval
6. All commercial applications must receive a mercantile license
7. All Landlords must complete the Landlord registration and keep it up to date
8. If a corporation is involved, provide a copy of the approved corporation formation documentation
9. Any property that is an Estate, provide Executor documentation with the application
10. FIRST REINSPECTION IS FREE SECOND REINSPECTION THERE IS A FEE

**\*\* FAILING TO BE PRESENT FOR AN INSPECTION RESULTS IN AN AUTOMATIC FAILURE**

**PLEASE NOTE THIS CHECKLIST IS JUST A GUIDE AND IS NOT ALL INCLUSIVE**