



TOWNSHIP OF FREEHOLD

DEPARTMENT OF HOUSING & ZONING ENFORCEMENT

1 Municipal Plaza, Freehold, NJ 07728

(732)294-2066 or (732) 294-2050

Housing@twp.freehold.nj.us

****TRANSFER OF TITLE – NO OCCUPANCY****

BUYERS/SELLERS: For properties that cannot pass the Certificate of Continued Occupancy (C.C.O.) inspection prior to the closing, the township can provide a “TRANSFER OF TITLE – NO OCCUPANCY” document for closing purposes. In order to receive the document, please complete the following steps:

1. The Certificate of Continued Occupancy (C.C.O.) application & Fire application must be submitted with payments to the Housing Department. Please mail or deliver to:

*Township of Freehold
Attn: Housing Department
1 Municipal Plaza (Construction Building)
Freehold, NJ 07728*
2. After submitting the two applications and two payments, please schedule C.C.O./Fire inspections.
3. **It is a New Jersey State requirement for all properties to pass the Fire inspection prior to the sale.** Please refer to New Jersey Residential Smoke Alarm, Carbon Monoxide and Fire Extinguisher Requirements. Please complete the requirements prior to the first inspection appointment to avoid any delays.
4. At the appointment, the inspector will list any deficiencies for the property and/or may list a deficiency called “too many items to list”. If there are “too many items to list”, please refer to the entire list of Requirements for the Certificate of Continued Occupancy.
5. The buyer(s) is aware the property did not pass the C.C.O. inspection. Then, the buyer’s attorney must draft a “Transfer of Title – No Occupancy” letter. Please see the sample letter and follow the sample the exact way it is written. The attorney and the buyer(s) must sign the letter.
6. After the property passes the Fire inspection and the “Transfer of Title – No Occupancy” letter is submitted to the Housing Department, the Housing Department will email the “Transfer of Title – No Occupancy” document for closing.
7. After closing, the buyer is responsible to handle the outstanding deficiencies. When completed, please call the Freehold Township Housing Department and schedule the final C.C.O. inspection @ 732-294-2066. After it passes, the “actual” Certificate of Continued Occupancy will be issued for the property.

If you have any questions, please call the Freehold Township Housing Department @ 732-294-2066.

Transfer of Title – No Occupancy Sample Letter

Attorney's Letter Head

Date

Township of Freehold
Department of Housing & Zoning
1 Municipal Plaza
Freehold, NJ 07728

RE: Request for Transfer of Title – No Occupancy
Property Address
Freehold, NJ 07728

To Whom It May Concern:

The undersigned represents the buyer of the above referenced property. As the Township cannot issue a Certificate of Continued Occupancy at this time due to numerous outstanding deficiencies, the buyer is seeking a Transfer of Title – No Occupancy for closing purposes only and agrees to the following:

1. There will be no occupancy until the property is re-inspected by the Township of Freehold Housing and Zoning Enforcement and a Certificate of Continued Occupancy is issued.
2. The buyer agrees to indemnify and hold the Township of Freehold harmless as the result of the issuance of the requested Transfer of Title.

Sincerely,

Attorney's Signature

Date

Buyer's Signature

Date