

REQUIREMENTS ON SALE AND/OR RESALE OF PROPERTY

According to the Borough of Audubon Ordinance #2015-4, Section 105-296 adopted June 23, 2015, a Certificate of Compliance inspection is required. An interior housing code inspection and an exterior property area inspection are required upon the sale and/or resale of all residential and non-residential properties within the boundaries of the Borough of Audubon. The **SELLER** is required to obtain these inspections.

- Requests for the CO shall be made through the Public Works Secretary at email s.jennetta@audubonnj.com or 856-547-1240. Please identify yourself as the seller or the seller's agent, provide the closing date and if there is a sump pump in the original email.
- All requests must be by the seller or the seller's agent. Buyers cannot order the COs for the sale of a property they do not own.
- The exterior inspection includes sidewalks, walkways, driveways and driveway aprons. They shall be made safe, which means no cracks, raised walkways or deteriorated concrete. The Department of Public Works/Zoning Office conducts the exterior inspection. These inspections also include an inspection to determine that no sump pump, roof drains or any other discharge devices are connected directly or indirectly into the Borough of Audubon's sanitary sewer system. Further, any repairs deemed necessary by Code Enforcement must be completed prior to the sale. The cost of the exterior inspection is \$50.00.
- Carbon Monoxide detectors, fire extinguishers and smoke detectors are mandatory. The cost for this inspection is \$25.00. (Detailed instructions are provided on a separate sheet.) Fire inspections are on Thursday mornings only and will be scheduled through the Public Works Secretary as well.

Payments for the inspections need to be made **payable to the Borough of Audubon** in **two separate checks**. Payment can be mailed to the office to the attention of Public Works Secretary or paid upon pick up of certificates.

Please call for inspections at least 15 days prior to settlement. CO's will not be issued separately. They are issued at the same time provided all inspections and/or repairs have been completed. The Certificate is good for (90) ninety days.