

NEW PROTOCOL DURING THE COVID-19 EMERGENCY

Due to the serious public health emergency created by the Coronavirus (COVID-19), the Township of Ocean, to protect its employees, will be performing exterior inspections after the buyer and seller submit the notarized certification form (below). Being that the Fire Bureau is not performing any inspections, NO Certificate of Occupancy will be issued until they do. Until then, the buyer and seller must sign the Emergency Amended Procedure letter and return by mail. (Mail to: Housing Department, 399 Monmouth Rd, Oakhurst NJ 07755) This will be the document you bring to your closing or that will allow you to move in.

We will be scheduling FULL inspections starting April 20, 2020, so please plan accordingly and make sure we have access to home. You will be notify if this policy changes and able to do inspections before that date.

If you have any questions or concerns please feel free to contact Melissa directly by email (mlaing@oceantwp.org) or phone (732-531-5000, ext. 3392).



**Certificate of Continued Occupancy
Certification for One and Two Family Homes**



Pursuant to Ocean Township Ordinance 7-3.3, Certificate of Occupancy Required:

Emergency Amended Procedure

A limited contact inspection of the subject property has been performed by this agency. Sellers and Buyers have reviewed the Residential CO guidelines provided by our office, and all of the required items have been addressed and comply with the most current International Property Maintenance Codes.

I do hereby certify that all of the required items have been addressed. All permitted items have been applied for and closed. No deficiencies exist at this time. I am authorized to make this statement and am also aware that if any of the foregoing statements made by me are willfully false that I will be subject to violations that will be enforced to the greatest extent permitted by law.

Applicants Signature

Date

Printed Name

Address of Property

Block

Lot

Seller's Signature/Printed Name

Buyer's Signature/ Printed Name

*Certification must be notarized and mailed back to the Housing Office in order to be deemed
valid*
