



**CONSTRUCTION OFFICE**  
15 NORTH WHITE HORSE PIKE  
LINDENWOLD, NJ 08021  
Phone #: (856) 783-2121 x224

When applying for the CTT (Certificate of Transfer of Title) you must also apply for the CCO (Continued Certification of Occupancy) at the same time.

---

**Procedures for the CTT application:**

1. 5 to 7 business days **BEFORE** your settlement, you must contact our office to schedule a pre-inspection.

This inspection will help you understand what we are looking for in your final CCO Inspection.

2. After you received the inspection checklist of what needs to be repaired, you now have 120 days to complete any and all work in that dwelling/yard. (Including and not limited to permits, yard work, painting, repairs, etc.)

Should you need additional time, this office will need a notarized letter stating your intentions.

After the receipt of your notarized letter this office will grant another 120 days for you.

3. Before a final CCO inspection can be scheduled, the property will be checked for any and all open permits, zoning compliance and code enforcement issues.

This process may vary in time, please make sure you allot enough time for the review process to take place

4. When all work has been completed, please call this office to schedule an inspection for the CCO.  
(Property cannot be occupied until the final inspection)

When the property passes, a Certificate will be issued at the end of the inspection.

If you have any questions please contact the Housing Clerk at (856) 783-2121 x224

We look forward to your cooperation as we work together to support a strong housing market in the Borough of Lindenwold

Sincerely,

Construction Official



**CONSTRUCTION OFFICE**  
15 NORTH WHITE HORSE PIKE  
LINDENWOLD NJ 08021  
Phone #: (856) 783-2121 x224

## CERTIFICATION OF TRANSFER OF TITLE IN LIEU OF AFFADAVIT

I \_\_\_\_\_ am over the age of 18 and do solemnly and firmly say:

1. I own or exercise control over the property located at:  
(Address) \_\_\_\_\_ (Zip) \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_ in the Borough of Lindenwold, County of Camden, in the State of New Jersey.
2. I will be closing on the date provided. CLOSING ON: \_\_\_\_\_
3. I certify that these units are *vacant*, in need of major renovations and repair and are uninhabitable at this time.
4. I understand to complete this work I will need to obtain permits from the Borough of Lindenwold Construction Office.
5. I certify that this property will only be occupied after work is complete and a Certificate of Occupancy is obtained from the Borough of Lindenwold Construction Office; and will be equipped with the appropriate Smoke Detectors, Carbon Monoxide Detectors, and Fire Extinguisher in accordance with Title 5, Chapter 70 of the Uniform Fire Code of the State of New Jersey.

I certify these statements made by me are true. I am aware if any of these statements are willfully false, I am subject to a penalty issued under the Uniform Fire Code of up to \$5,000.00.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Witness (*Borough of Lindenwold*) Signature & Print Name)

\_\_\_\_\_  
(Contact Phone Number)

\_\_\_\_\_  
(Date Signed)

Type of Service Requested:

**CTT Fees (Certificate of Transfer of Title)** *All amounts are billed PER unit.*

Date Paid: \_\_\_\_\_ \$125.00 x \_\_\_\_\_ = \$ \_\_\_\_\_ CK#: \_\_\_\_\_ Receipt#: \_\_\_\_\_

ALL CHECKS OR MONEY ORDERS PAYABLE TO THE BOROUGH OF LINDENWOLD