

NEW JERSEY PROPERTY TOOLKIT

New Jersey Municipal Resale, CO & Open-Permit Checklist

MUNICIPAL CLOSING CHECKLIST

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New Jersey owners, heirs, executors, buyers, and property professionals organizing municipality-specific transfer requirements.

New Jersey municipalities can use different forms, departments, timing rules, fees, inspection scopes, and certificate names. This checklist helps document the address-specific instructions instead of assuming a neighboring town follows the same process.

Important

- ☐ Use this resource to organize information and questions; do not treat it as legal, tax, financial, title, lending, court, insurance, or municipal advice.
- ☐ Verify every deadline, payoff, authority document, public requirement, and professional conclusion with the responsible source.
- ☐ If a court, sheriff sale, foreclosure, tax sale, safety, insurance, or occupancy deadline exists, seek qualified help immediately.

Who Should Use This Resource

- ☐ New Jersey owners, heirs, executors, buyers, and property professionals organizing municipality-specific transfer requirements.
- ☐ People who need one organized file before speaking with an attorney, title company, lender, municipality, insurer, housing counselor, or buyer.
- ☐ Families comparing options without losing track of urgent property facts and deadlines.

Start Here: Immediate Priority Checklist

Complete this page before the detailed worksheets. Circle or highlight any item that cannot wait.

- ☐ Confirm the correct municipality, property use, unit count, block, lot, and owner name.
- ☐ Ask which department controls resale, occupancy, fire, construction, zoning, rental, and property-maintenance items.
- ☐ Request current written forms, fees, lead times, certificate validity, and reinspection rules.
- ☐ Search open permits, violations, unapproved work, zoning issues, and outstanding municipal balances.
- ☐ Do not assume an as-is contract waives public requirements or allows occupancy.
- ☐ Build sufficient time for inspections, corrections, transfer certificates, and attorney/title review.

Property Contact Snapshot

Contact / Office	Name, phone, email, reference number
Owner / estate representative	
Attorney	
Title company	
Mortgage servicer	
Municipality	
Tax collector	
Insurer	
Trusted property contact	

Municipal Intake

- ☐ Call or visit the municipality and record the employee, department, date, and written source.
- ☐ Confirm whether the property is one-family, two-family, multifamily, rental, mixed-use, commercial, vacant, or seasonal.
- ☐ Ask which applications are required for sale, change of occupancy, rental, fire safety, zoning, and utilities.
- ☐ Confirm applicant authority, signatures, access, payment method, and processing time.
- ☐ Ask whether prior certificates, permits, or inspections remain valid.

Notes and Proof

Permits, Use, and Violations

- ☐ Request the open-permit and violation status.
- ☐ Compare actual rooms, units, additions, decks, pools, finished areas, generators, HVAC, plumbing, electric, and accessory structures to records.
- ☐ Identify rental registrations, zoning approvals, variances, certificates, and legal-use questions.
- ☐ Document who must close, transfer, legalize, remove, or disclose each item.
- ☐ Do not characterize an improvement as legal based only on tax records or physical age.

Notes and Proof

Inspection and Certificate Planning

FREE TO FIND OUT

You do not need every document or every answer before contacting us.

We buy New Jersey houses as-is - no repairs, cleanup, showings, or commissions. Tell Ray what is happening and what deadline you are facing. It is free to find out whether a direct sale could help.

THE PROPERTY PROBLEM CAN START BEING ADDRESSED TODAY. Call (973) 939-5151 or text (424) 440-2739.

- ☐ Confirm inspection scope and whether utilities must be active.
- ☐ Prepare access to alarms, extinguishers, panels, meters, mechanical rooms, attics, basements, crawlspaces, and all units.
- ☐ Track failed items, correction responsibility, contractor proof, and reinspection dates.
- ☐ Ask whether a temporary, transfer, or conditional certificate exists and what it allows.
- ☐ Deliver certificates and open-item agreements to the attorney and title company.

Notes and Proof

Closing Coordination

- ☐ Match municipal timing to attorney review, title, financing, occupant, and closing dates.
- ☐ Confirm final water, sewer, tax, registration, and inspection payments.
- ☐ State clearly which party handles post-closing work and occupancy restrictions.
- ☐ Preserve applications, receipts, inspection reports, certificates, and written municipal instructions.
- ☐ Reconfirm requirements if the closing date, buyer use, occupancy, or property condition changes.

Notes and Proof

Municipal Requirement Sheet

Requirement	Department / Contact	Due / Status
Resale / CO certificate		
Smoke / CO / extinguisher		
Construction permits		
Zoning / legal use		
Rental registration		
Property maintenance		
Water / sewer		
Vacant property		
Septic / well		
Other		

Open Item Resolution Log

Open Item	Responsible Party	Required Proof	Completion
Permit			
Violation			
Failed inspection			
Balance			
Registration			
Certificate			
Reinspection			
Post-closing obligation			

Questions to Take to the Right Professional

☐ Which exact approvals apply to this address and intended use?

☐ How far before closing must each application be submitted?

☐ Are there open permits, violations, balances, or unapproved uses?

☐ Can the property close or be occupied before every item is complete?

☐ Who is responsible for each correction and what written proof is required?

My Next Three Actions

1. Action: _____ Owner: _____ Due: _____

2. Action: _____ Owner: _____ Due: _____

3. Action: _____ Owner: _____ Due: _____

Official Starting Sources

Use current official instructions and confirm that each source applies to the specific property and situation.

New Jersey Department of Community Affairs: <https://www.nj.gov/dca/>

New Jersey Division of Fire Safety: <https://www.nj.gov/dca/divisions/dfs/>

New Jersey DCA Fire Safety Service Portal: <https://firesolutions.dca.nj.gov/>

The Property Problem Can Stop Today

- ☐ You do not have to repair, clean out, stage, or list a qualifying property before asking about a direct as-is purchase.
- ☐ Tell Ray what is happening, what deadline exists, and what documents you have. It is free to find out whether Viera Investment Group LLC can help.
- ☐ Call (973) 939-5151 or text (424) 440-2739. Visit vierainvestmentgroup.com/contact.

Educational Use and Professional Coordination

This resource is provided by Viera Investment Group LLC for general educational and organizational purposes. It does not create an attorney-client, fiduciary, brokerage, lending, tax, insurance, title, or advisory relationship. Laws, court rules, servicing requirements, municipal procedures, fees, forms, and deadlines can change. Consult appropriately licensed professionals and responsible public offices about the specific property.

Viera Investment Group LLC may evaluate qualifying New Jersey residential property for a direct as-is purchase. A property review or offer is not legal advice, and no visitor is obligated to sell.

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