

## ***SELLING YOUR HOME?***

On April 8, 2009, an ordinance was passed requiring a **CONSTRUCTION RECORDS CLEARANCE CERTIFICATE (CRC)** be obtained. This certificate is required on the sale of all residential and commercial properties. The application should be filed by the seller or the seller's agent.

The purpose of the CRC is to ensure that all permits obtained through the building department for a particular Block and Lot have been inspected and closed by the appropriate Sub-code (inspector).

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An application for a CRC can be obtained through the Building Department located at 242 Little York-Mt. Pleasant Road, Milford, NJ or by calling Ginny Colucci at (908) 996-7071 ext. 211. The cost of the application is \$50.00 payable to Alexandria Township.

The application for a CRC should be submitted **at least 30 business days prior to the closing date.**

A Smoke Detector Certification is also required prior to selling your home. You can contact our Fire Marshall, Mike Gianonne at 908-612-3592 to schedule an appointment.

**ALEXANDRIA TOWNSHIP CODE ENFORCEMENT**  
**CONSTRUCTION RECORDS CLEARANCE APPLICATION**

Application Fee \$50.00 CHECK# \_\_\_\_\_ Date Paid \_\_\_\_\_

RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_

Seller's Name: \_\_\_\_\_

Real Estate Agent: \_\_\_\_\_

Seller's Real Estate Attorney: \_\_\_\_\_

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Address of Property Being Sold: \_\_\_\_\_

Address to be reached after closing: \_\_\_\_\_

Phone Number: ( \_\_\_\_\_ ) \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Approx. Year Built: \_\_\_\_\_

**NOTE: Failure to obtain a Construction Records Clearance Certificate prior to closing may result in a penalty of \$1,000.00.**

**SMOKE DETECTOR CERTIFICATION IS REQUIRED PRIOR TO CLOSING AND A COPY IS TO BE FORWARDED TO OUR OFFICE. YOU CAN ARRANGE FOR THE SMOKE DETECTOR CERTIFICATION BY CONTACTING OUR FIRE MARSHALL, MIKE GIANNONE AT 908-612-3592.**

I hereby certify that I am the agent/owner of record and am authorized to make this application. I further certify that all information provided is true & accurate.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Township of Alexandria, NJ  
Wednesday, September 14, 2016

## Chapter 64. Building Construction

### § 64-6. Construction records clearance (CRC).

[Added 4-8-2009]

- A. When required. No building or structure shall be occupied in whole or in part prior to the issuance of a certificate of construction records clearance (CRC). A CRC shall be required prior to the sale of any residential or commercial structure and prior to the rental of any tenant space in a commercial structure within the Township.
- B. Exceptions. The following transactions are exempt from obtaining a CRC as long as no change in physical occupancy occurs:

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(1) Transfer of title to correct a previously recorded deed.

(2) Title eligible to be recorded as an ancient deed pursuant to N.J.S.A. 46:16-7.<sup>[1]</sup>

[1] *Editor's Note: N.J.S.A. 46:16-7 was repealed by L. 2011, c. 217, § 2, effective 5-1-2012. See now N.J.S.A. 46:26A-4.*

(3) Transfer of title between husband and wife, whether or not relating to divorce, or between former spouses if the transfer is incident to an order or judgment from any court of competent jurisdiction.

(4) Transfer of title relating to new construction for which a certificate of occupancy is required.

(5) Transfer of title by or to an executor, administrator or court order which affects a distribution of a descendant's estate in accordance with the provisions of the descendant's will or the interstate laws of the state.

(6) Transfer of title due to refinancing, home equity loans, second mortgages.

(7) Transfer of title by or to a receiver, trustee in bankruptcy or liquidation, or assignee for the benefit of creditors.

(8) Residential rentals.

C. Responsibility. No owner shall permit the sale of a residential or commercial premises or rental of commercial premises covered under this section unless the requisite CRC has been issued. No purchaser or tenant shall occupy any premises covered under this section until the requisite CRC has been issued. Owners, tenants and occupants shall be jointly and separately responsible for failure to obtain the requisite CRC required hereunder. The owner or his authorized agent shall submit a written application and payment of fees at least 10 business days prior to the change of ownership and/or occupancy on the form provided by the Township.

D. Preoccupancy records inspection. Prior to the issuance of any such certificate for any transaction, the enforcing agency shall conduct a records inspection to ensure that there are no open

construction permits on subject premises. Should there be open permits on subject premises, all final inspections and prior approvals shall be obtained and appropriate Uniform Construction Code certificates shall be issued prior to issuance of the CRC.

- E. Fees. The applicant shall submit with the application fees for the CRC as follows to cover the administrative cost: \$50.
- F. Violations and penalties.
  - (1) Any person, firm or corporation violating any provisions of this section shall, upon conviction, be punishable by a fine not exceeding \$1,000, imprisonment for a period not exceeding 90 days and/or a period of community service not exceeding 90 days.
  - (2) The issuance of a CRC shall not preclude the imposition of penalties upon subsequent discovery of violations.