



Borough of Stanhope

CONSTRUCTION DEPARTMENT

77 Main Street

Stanhope, NJ 07874

Tel: 973-347-0159 ext. 20 Fax: 973-347-6058

APPLICATION FOR CERTIFICATE OF HABITABILITY
RESALE

FEE: \$125.00 EACH RESALE

Property Location: _____

Block / Lot: _____

Number of bedrooms: _____

Owner of Record: _____

Owner Mailing Address: _____

Owner Phone: _____

Owner's Agent _____

(If Applicable)

Agent Phone: _____

Name and address of person(s) to whom property is being SOLD:

Tentative Closing Date: _____

OFFICE USE ONLY

Paid (date): _____ Amount \$ _____

Check# _____ Cash _____

Received by _____ Comments _____

\$125.00 each RESALE - CHECKS PAYABLE TO BOROUGH OF STANHOPE

ALL PARTITIONS EITHER PUT UP BY CURRENT OWNER OR PAST OWNER MUST BE REMOVED PRIOR TO CERTIFICATE BEING ISSUED.

Condominiums must provide copy of listing showing number of bedrooms

CERTIFICATE OF HABITABILITY RENTAL OR RESALE

1. SMOKE DETECTOR ON EACH FLOOR, INCLUDING BASEMENT
2. AT LEAST ONE CARBON MONOXIDE DETECTOR OUTSIDE A BEDROOM
3. ABC TYPE FIRE EXTINGUISHER NO LARGER THAN 10LBS WITHIN 10FT OF KITCHEN AREA.

* IF A CONDO MUST SUBMIT COPY OF LISTING.

Stanhope Borough

77 Main Street
Stanhope, NJ 07874

973-347-0159 x31
973-347-6058 fax

Notice to: Sellers/Purchasers of Property Located in the
Borough of Stanhope, Sussex County, NJ

TAX MAP FEE

Pursuant to the Code of the Borough of Stanhope, §82-5, a \$50.00 fee is due upon closing of title of all properties located in the Borough of Stanhope with exception noted below.

- A. All owners of real properties shall pay to the Borough a \$50 tax map fee upon transfer of title of all properties in the Borough. Any property exempt from the payment of the Realty Transfer Tax pursuant to N.J.S.A. 46:15-5, et seq is also exempt from the payment of the Tax Map Fee set forth herein.

Upon closing, please forward to the Stanhope Borough Tax Collector, an attorney trust account check, money order, or certified check in the sum of \$50.00 payable to the Borough of Stanhope.

Please return your check with this form. Note in the memo "Tax Map Fee" and the Block and Lot of the property on the check.

Date of Closing: _____

Block _____ Lot _____ Qualifier _____

Property Location: _____ Stanhope Borough, NJ

Grantor: _____

Grantee: _____