

**Borough of Upper Saddle River**  
**Application for Certificate of Continued Occupancy/Resale**

**Certificate of Exemption**

**Telephone: 201-934-3966      Fax: 201-934-9146**

Address: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ CCO#: \_\_\_\_\_  
 Single Family     Multi Family     Apartment     Change of Use     Other: \_\_\_\_\_

Seller

Buyer

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Realtor: \_\_\_\_\_  
Realtor Telephone #: \_\_\_\_\_  
Attorney: \_\_\_\_\_  
Attorney Telephone #: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Telephone #: \_\_\_\_\_  
Realtor: \_\_\_\_\_  
Realtor Telephone #: \_\_\_\_\_  
Attorney: \_\_\_\_\_  
Attorney Telephone #: \_\_\_\_\_

**\*\*No Fee\*\***

Anticipated Closing Date: \_\_\_\_\_

**CERTIFICATE of EXEMPTION**

**Demolition**     **Construction**     **Foreclosure**     **Other: \_\_\_\_\_**

As the **BUYER** of \_\_\_\_\_ Upper Saddle River, I certify that the structure at this address is to be demolished, renovated or is a foreclosure: that all necessary permits and approvals will be obtained from the Upper Saddle River Building Department prior to its removal or renovation; and, I am aware that if the premise is to be occupied, a CCO application and the proper fees must be submitted and an inspection and a Certificate of Continued Occupancy must be issued prior to occupancy along with a Fire Prevention Certificate of Compliance. As the buyer I am also aware that if the structure is found to be occupied prior to a CCO being issued, Borough Code violations will be issued to the owner and occupant without further notice. By virtue of this application the BUYER assumes all responsibilities of the address. Additionally the property must be maintained in live in condition as per Property Maintenance Code.

**Buyer's signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Sellers Signature:** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

I certify that I am the Buyer of the property which is the subject of this exemption certificate, that I agree to be bound by the application, the representations and the conditions listed above. (If the Buyer is a corporation this must be signed by an authorized corporate officer. If the owner is a partnership, this must be signed by a general partner.)

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
**PRINTED NAME OF BUYER**

\_\_\_\_\_  
**NOTARY PUBLIC**

\_\_\_\_\_  
**SIGNATURE OF BUYER**

**Date Approved:** \_\_\_\_\_ **Inspector:** \_\_\_\_\_  
**(Construction or Zoning Official)**

(Original to File)

(Copies to Buyer & Fire Prevention)