

**CITY OF WILDWOOD**  
**APPLICATION FOR TRANSFER OF OWNERSHIP**

Property Address:

Block:  Lot:  Building Use:

No of Units:  No of Rooms:  No of Bedrooms:  Seasonal/Year Round:

Settlement Date:  Email:

Owner's Name:

Owner's Address:

Local #:  Out of Town #:

Buyer's Name:

Buyer's Address:

Local #:  Out of Town #:

Real Estate Agency:

Agents Name:

Agency Address:

Phone #:  Fax #:

**Required Inspections: Single Family properties do not require Status of Fire Code**

☐ Continued Occupancy (CCO) ☐ Smoke Detector & Carbon Monoxide Compliance

☐ Zoning Certification ☐ Status of Fire Code

Fees: Continued Occupancy - \$95.00 for a residential property with 1 to 5 Units / Over 10 Units is an additional \$10.00 per Unit / Commercial Property depending square footage

Smoke Cert: Fee for Smoke Cert is per unit - \$45.00 received 10 or more business days before settlement / \$90.00 4 to 10 business days before settlement / \$161.00 less than 4 days before settlement.

Zoning Cert: \$50.00 received 10 or more business days before settlement / \$70.00 4 to 10 business days \$125.00 less than 4 business days before settlement

Status of Fire Code: \$25.00

# **CITY OF WILDWOOD**

## **APPLICATION FOR TRANSFER OF OWNERSHIP**

Attached is the new application for transfer of ownership of a property in the City of Wildwood. We have changed from 4 different applications to one combined application. You are still required to have the four different inspections, but only need to fill out the one form. This form will be available in the Code Enforcement Office in City Hall. It will also be available online at [www.wildwoodnj.org](http://www.wildwoodnj.org). No applications will be accepted without payment.

When filling out the application you can fill it out online and then print it out or if hand writing it please print. Please do not fax or mail application without payment.

The cost of the inspections are listed below and also on the bottom of the application:

**Fees: Continued Occupancy - \$95.00 for a residential property with 1 to 5 Units  
Over 5 Units is an additional \$10.00 Per Unit.  
Commercial Property fee depends on the square  
footage of the Property.**

**Smoke/Carbon Cert - Fee for Smoke/Carbon Cert is per unit.  
\$45.00 if received 10 or more business days before  
settlement.  
\$90.00 if received 4 to 10 business days before  
settlement  
\$161.00 if received less than 4 days before settlement.**

**Zoning Cert - \$50.00 if received 10 or more business days before  
settlement.  
\$70.00 if received 4 to 10 business days before  
settlement.  
\$125.00 if received less than 4 days before settlement.**

**Status of Fire Code - \$25.00 for properties that require a yearly fire  
inspection.**

It takes several days after the inspection to have it processed. When completed all reports will be faxed or if an email address it provided they can now be emailed.

If you have any questions I can be contacted at 609-522-2444 Ext. 2910, emailed at [kdunn@wildwoodnj.org](mailto:kdunn@wildwoodnj.org) or faxed at 609-729-5916.