

WAIVER APPLICATION SAMPLE LETTER

(Buyers Attorney Letterhead)

Date:

Housing Officer
Township of South Brunswick
540 Ridge Road
P.O. Box 190
Monmouth Junction NJ 08852

Seller(s) Name:

Buyer Name:

Property Address: _____

Please be advised that I represent the Buyer(s): _____ for the purchase of the above reference property. The Seller(s): _____ is/are unable due to the condition of the dwelling, to apply for the Residential Continued Certificate of Occupancy (RCCO) as required by the municipality for closing. Therefore, the Buyer(s): _____ is/are accepting the responsibility to obtain the RCCO or a new Certificate of Occupancy (CO) issued from the South Brunswick Building Code Department if deemed to be required.

My client may be renovating the property and understands that the property cannot be occupied until the issuance of the RCCO or a new CO. The buyer is accepting the responsibility for compliance with all codes and ordinances including obtaining all applicable construction permits and approval pursuant to municipal requirements and the UCC. Fixing original code violations and any additional improvements requiring construction permits must be completed before the issuance of a RCCO.

We request that the township grant a waiver for the requirement of a RCCO prior to closing to provide additional time to correct outstanding code issues.

Very truly yours

Attorney Signature

Buyers Signature

Print Name (Clearly)

Notary Signature & Seal