

SAMPLE

Buyer's Lawyer Letterhead

To: Planning Director
Township of South Brunswick
540 Ridge Road
Monmouth Junction, NJ 08852

Date:

Re: Buyer (s): Name
From (s): Name

Property Address: _____

Please be advised that I represent the Buyer (s): _____ for the purchase of the above referenced property. The Seller(s): _____ is/are willing to apply for the Continued Certificate of Occupancy (CCO) as required by the municipality for closing. Therefore, the Buyer (s): _____ is/are accepting the responsibility to obtain the CCO.

My client may be renovating the property and understands that the property cannot be occupied until the issuance of the CCO. The buyer is accepting the responsibility for compliance with all codes and ordinances including obtaining all applicable construction permits and approvals pursuant to municipal requirements and the UCC. Fixing original CCO inspection failures is the only work that must be done prior to the issuance of a final CCO.

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

Very truly yours

Attorney for the Buyer

Buyers: Printed Name

Buyers: signature

Notary Public Names and Seal