



## REAL ESTATE TRANSFER INFORMATION For Sales & Rentals

**Letter of Review:** An approval for onsite septic systems and / or onsite well water quality is required for any transfer of property – sale, rental, or change of use – in Hopewell Township. This includes commercial, residential, agricultural, and industrial properties. If a property has public water or public sewer services, these approvals are not required. If deficiencies in the septic system or water quality are found, a written statement noting how such deficiencies will be addressed, by whom, and when, must be submitted to the Health Department.

**Filing for Review:** To apply, the reports of septic inspection and/or well water analysis shall be submitted with the Application for Letter of Review (*see page 2*) along with the total fee, at least **10 business days** prior to change of occupancy. All applications must be filled out completely, all reports attached, and fee(s) submitted together. We do not accept partial applications, reports, or fees; they will be returned. The Health Department does not dictate whom pays for testing, submits applications, or fees. This is privately negotiated and agreed upon as part of the sale process. We do not accept credit cards. Check or money orders should be made payable to "Hopewell Township", or pay with cash.

**Septic System:** A third-party inspection firm must be contracted to inspect the septic system following all pertinent State and local regulations. If the inspection report lists deficiencies, the buyer and seller must negotiate how those deficiencies will be addressed. Repairs or alterations to septic systems require permits and inspections from the Health Department (with the exception of rusty tank lids / bolts, which do not require a permit or inspection). Rentals require a septic inspection report and septic pump out after each change in occupancy. Inspection reports conducted within six months of the lease or sale may be used if more than one unit is included in the building and if all other design and occupancy conditions remain constant.

**Well Water:** A certified laboratory must collect a water sample from the property following the New Jersey Private Well Testing Act (PWTa) procedures. Certified laboratories can be found here: <https://njems.nj.gov/DataMiner>. If treatment device(s) are already installed, post-treatment sample(s) are also needed to demonstrate effectiveness of the system(s). If the water test fails to meet New Jersey Safe Drinking Water Act standards for drinking water, corrective action will be required. All water treatment system installations must be permitted through the Municipal Construction Office prior to installation to assure the system meets all applicable plumbing standards. Rentals require a PWTa test once every five years and written reports are to be provided to each rental unit and each new lessee within 30 days of receipt of well water test results. In addition, § 16-17.3 requires more frequent testing of the following parameters for each rental; Total Coliform each year and Nitrates, Volatile Organic Compounds, Lead, Arsenic, and Gross-Alpha every three years. Other drinking water standards may be tested as required based on known contaminants in the area.

**\* A notice shall be placed in the deed of the property when water treatment systems are installed to remediate primary contaminants and / or when Advanced Wastewater Septic Systems are installed. A copy of the deed must be submitted to the Health Department.**

Property owners and landlords must also comply with fire safety requirements for Home Sales & Rentals. Please contact (609) 730-8156 or visit [www.hopewelltwp.org](http://www.hopewelltwp.org) (Fire District) for more information.

If you have pet dogs and / or cats, please contact the Animal Control Officer at (609) 537-0278 for licensing requirements.



# TOWNSHIP of HOPEWELL

MERCER COUNTY

## DEPARTMENT OF HEALTH

*Also Serving Hopewell Borough & Pennington Borough*

201 Washington Crossing Pennington Road

Titusville, New Jersey 08560-1410

Phone: (609) 737-0120 / Fax: (609) 737-6836



**Public Health**  
Prevent. Promote. Protect.

### APPLICATION FOR LETTER OF REVIEW

Submit with septic and well reports at least 10 business days prior to change of occupancy.

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Physical Address: \_\_\_\_\_

Check One: ☐ Sale of Property ☐ Rental of Property ☐ Change in Use | Closing Date: \_\_\_\_\_

Estimated Date, if Unknown: \_\_\_\_\_

#### Property Owner Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Attorney Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Realtor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Purchaser/Tenant Information

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Email: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Attorney Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Realtor Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

#### Remit with check or money order payable to "Hopewell Township"

Applying for: ☐ Septic System Inspection Reports Review \$75.00 ☐ N/A Public Sewer

☐ Well Water Quality Results Review \$75.00 ☐ N/A Public Water

I CERTIFY TO THE BEST OF MY KNOWLEDGE ALL INFORMATION PROVIDED ARE TRUE AND CORRECT.

#### FOR HEALTH DEPARTMENT USE ONLY

RECEIVED:

Fee Amount: \_\_\_\_\_

Payment Type: \_\_\_\_\_

#### Septic System Review

#### Well Water Quality Review

Temporary Approval Granted Date:	Temporary Approval Granted Date:
Final Approval Granted Date:	Final Approval Granted Date: