



**The City of Berlin Code Enforcement
Building Inspector**
168 Main Street, Berlin, NH 03570
603-752-1630 Fax: 603-752-2620

Application for Transfer Permit

Please answer each question in full or check appropriate box. Each building, dwelling unit or condo requires a separate application. Please print or type all answers. Return completed application to the above noted address.

All necessary fees must accompany application. Make checks payable to "City of Berlin, NH".

Applications may not be considered unless all applicable questions are answered.

Building is: Multi-family Building: Duplex/two Family:
 Condominium: Rooming House: Single Family Home:

1. Date of proposed sale: _____ Date of Request: _____
2. Property Address: _____
 Other address by which building is known (if applicable): _____
 Detailed reason(s) for application. Specifically explain why transfer permit is needed and identify specific portion of ordinance Section 8-126 that authorizes issuance of transfer permit.

4. SELLER INFORMATION

Name(s): _____
 Address: _____
 Telephone Numbers Home: _____ Work: _____ Other: _____
 Agents Name (If Applicable): _____ Tel. No. _____
 Original Owner (If different from seller): _____
 Seller/Agents Signature: _____

5. BUYER INFORMATION

Name (s): _____
 Is buyer: Individual: Partnership: Corporation: Other (describe): _____
 Please name all partners, shareholders, or other (describe): _____

Residence or other permanent address: _____

Mailing address (if different from above): _____

Telephone numbers: Home: _____ Work: _____ Fax/email: _____

Signature: _____

6. Name of Institution that will hold mortgage: _____
 Address: _____

7. Fees Due: \$ _____ Inspection/Re-inspection: \$ _____ Total Due: \$ _____