

**LETTER II**

**SUGGESTED LANGUAGE ON ATTORNEY'S LETTERHEAD  
FOR REQUESTING  
A CONDITIONAL/TEMPORARY  
CERTIFICATE OF CONFORMITY**

(Date)

Dwight Saunders  
Director  
Department of Property Maintenance & Revitalization  
44 City Hall Plaza, 3<sup>rd</sup> Floor  
East Orange, NJ 07019

RE:     Property Address:  
          Block No.:     Lot No.:  
          Ref. No.:

Dear Mr. Saunders:

Our firm represents (name of buyer) in the purchase of the referenced premises. We anticipate a closing date on or about (month/day/year). Our client is in receipt of Inspector's (name) report of Certificate of Conformity Code Violations dated (month/day/year). Our client understands and agrees to take responsibility to correct all cited violations by (month/day/year). Moreover, the referenced premises are vacant and uninhabitable. Our client further agrees and commits not to occupy, nor in any way deliver up the referenced premises for occupancy until a full Certificate of Conformity is obtained.

Our client forever discharges and releases the City of East Orange from any and all claims, damages, liability, and expenses to include but not limited to attorney fees in connection with loss of life, personal injury arising from the use or occupancy of the referenced premises by all: client, owner, tenant, employee, agent, contractor, subcontractor, or invitee.

Pursuant to the provisions of the Code of the City of East Orange, Section 159-50(C), we are hereby requesting a Temporary Certificate of Conformity.

Sincerely,

(Signature of Buyer's Attorney)  
(Name of Buyer's Attorney)

A COMPLETE, SIGNED AND LEGIBLE COPY OF THE AGREEMENT (CONTRACT) OF SALE MUST BE ATTACHED TO ANY AND ALL REQUESTS FOR TEMPORARY (CONDITIONAL) CERTIFICATE OF CONFORMITY WITHOUT EXCEPTION. THIS POLICY IS CONSISTENT WITH SECTION 159-50(C) OF THE CODE OF THE CITY OF EAST ORANGE.