

## Buyer / Seller Checklist

1	Property In Question	
2	Seller(s)	
3	Buyer(s)	

	Item	Buyer Responsible	Seller Responsible	Both Responsible	Handled By*	Comments
--	------	-------------------	--------------------	------------------	-------------	----------

### APPLICATION PROCESS

5	Application Completed & Submitted To Leases Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
6	Application Fee Paid	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
7	Personal Testimony Letter(s) Written For Each Applicant	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
8	Reference Letter From Pastor/Minister Sent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
9	Reference Letter From One Other Person Sent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
10	Verification Of Being A Church Member For 2 Years.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
11	Credit Application Completed And Submitted	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
12	Schedule Interview With Leases Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	
13	Approval Letter Obtained From the Leases Committee	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	

### PURCHASING PROCESS

14	If Applicable, Agreement Of Sale Signed	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	
15	If Dwelling Is A "Full Time" House, Inspected By The "Committee On Standards For "Full Time" House.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2	
16	Fire Prevention Inspection	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	5	
17	Septic System Pumped Per NJ State Regulations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	3	
18	Original Lease To Be Surrendered At Time Of Closing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4	
19	Scheduling of Closing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	4	
20		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
21		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
22		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
23		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
24		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
25		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

**\*\*Handled By" Codes:**

1 - Leases Committee

2 - Committee On "Full Time" House Standards

3 - Buildings Committee

4 - Real Estate Secretary

5 - Fire Prevention Inspection

Gail Eisenlohr

Gregory Hartman, OR

Dan Vitullo

Ed Wentzell

City Of Vineland - L & I

856-589-6348

856-794-1697

856-691-5436

[realestatesecretary@malagacamp.org](mailto:realestatesecretary@malagacamp.org)

856-794-4113