

BOROUGH OF STRATFORD, 307 Union Avenue, Stratford, NJ 08084 (856) 783-0600

Effective October 27, 2014 the NJ Department of Community Affairs, Division of Fire Safety will manage and issue the residential smoke cert for the Borough of Stratford.

Follow these instructions for obtaining a Smoke Cert for the sale of residential homes:

Go to the following website: <http://www.state.nj.us/dca/divisions/dfs/index.shtml>

Scroll down the page to the blue octagon that says “**RIMS ONLINE**”, click on it.

You are now on the State of New Jersey Department of Community Affairs (DCA) page.

Under #1 Non-Registered Services page you will see half way down the page “**Apply for CSDCMAC (Smoke Detector) Certification**”, click on this.

You are on page 1 – Instructions. Please read the instructions.

It explains you will be required to pay by e-check or credit card before you can submit the application; you must have a valid email address. The certificate will be sent to the email address provided once the application has been submitted.

Please note the State of NJ email address the certificate will be coming from and the chance it could end up in your spam or junk mail.

It does explain if you do NOT receive your certificate to notify the Division of Fire Safety by email at **BFCE_CSDCMAC@dca.nj.gov**

The Application Fee is also explained on this page:

If you have allowed at least ten business days from the closing date the fee is \$35., if applying between 4 to 10 business days from the closing date the fee is \$70., and if closing is 4 days or sooner the fee is \$125.

This can be paid by e-check through your bank account, or by one of the following credit cards: Visa, MasterCard, American Express, or Discover. You will note the additional fees added to the certification charge which is \$1.00 to the State of NJ and the credit card percentage which is about 2%.

Click the tab on the far right bottom “**Continue**”.

This page will gather the property information. All areas with an * have to be filled in.

Fill in the Date of Closing MM/DD/YYYY

For resale cert you choose “**Change of Ownership**” for the reason for the cert.

You will need to know the Block and Lot numbers for the property.

Fill in the Address of the property.

Do NOT check the box for “State Property”, that is only for property owned by the State of NJ.

Choose “**Camden**” as the County, “**Stratford Boro**” as the Municipality, the Fire District only choice is “**001**”, fill in the number of stories (split levels you count each level as a story, not including the basement), and answer does it have a basement.

Click on the tab on the bottom right side “**Continue**”.

This page will gather Primary Property Owner information – page 1, AND

Page 2 – Preparer/Applicant information.

Fill in the Primary Property Owner information. This is a bit tricky!

Choose the type of ownership. There is a varied list which doesn't have one for every type of ownership. For example there is nothing noting one for a Single/Unmarried owner. You can choose the one that best meets your situation. This information does not effect the outcome of the certification.

Is the owner a person or organization? Most residential homes are owned by a person/people.

Fill in the first and last name of the “primary” owner. If joint it does not have a space or page for the other owners.

Fill out the address, county, city, and zip code.

You must supply an email address and at least one phone number in the proper boxes.

On the bottom right side hit the “Save” tab.

If you missed something it will light up in red at the top to what is missing or wrong.

Before leaving this page you now have to go to the middle of the top of the page and click the blue box “**2. Preparer/Applicant**”.

Now you have to fill in the info for the Preparer. This may be the same person as the owner, or it may be for the Realtor if indeed the Realtor is filing for the cert.

Choose Person or Organization, fill in first and last name, address, county, city and zip code.

Again, one email address and one phone number has to be provided in the proper boxes. It can be the same as was entered in the Primary Property Owner page.

At the right bottom please click on “**Save**”.

Any errors they would appear at the top in red.

Click “**Continue**”.

NOTE: If at any time you need to go back to a previous page you can do so by clicking the page you want on the list in the dark blue boxes on the left side of the page. Anytime you change information and there is a “Save” box, click the “Save” box before moving on to the “Continue” box.

This page reviews the requirements of the certificate. You check the boxes and are acknowledging your compliance with the law. All boxes must be checked to continue.

NOTE: If you have electric heat and do not require a carbon monoxide detector please still check box 4 and you will have to email to the Division of Fire Safety using the email address in the first part of this instruction sheet informing them you are not subject to that requirement.

On the bottom right hand side click “**Continue**”.

This page is the Terms and Conditions page. It will state there are no documents for this service, but move on to answer the question by clicking “**YES**” on the far right side of the page.

The next page is the Certification page. You will note there is a bar showing a Service ID #, the Facility Address, the Submittal Type, and Date.

You must check the box, and type your name in the box. To the far right side you will click “**Certify**”.

The last page is the Payment Summary. Based on the days prior to closing you will see the appropriate price on the far right of the charge details.

You must choose the way to pay for the cert.

The fee to use a credit card is 2.2% and a charge of \$1.00 to the State of NJ.

With e-check the first question asked will relate to the funds coming from within the US or outside the US. Click the correct box.

After choosing the correct box above the lower boxes will appear requiring bank account information, etc.

When completed click the box to the far right “**Continue**”.

If you change your mind on the manner of payment, you can always go back to the Payment Summary screen by clicking the dark blue box on the left side “Payment Summary”, and you can then choose another payment option.

Check the information on the “Review Payment Information” screen. If the payment is correct click “**Authorize Payment**”.

Review the “Payment Confirmation” screen. You can print this screen out for your records by clicking “**Printer Friendly Version**” at the upper right corner.

Go back to the “**RIMS Online Payment**” tab. Click on “**Go to Workspace**”. You will be returned to the “**Non-Registered Services**” screen, where you can scroll down and check the status of the CSDCMAC Certification.

The certificate will be emailed to you once the application and payment is processed.

Any questions can be directed to the State of New Jersey Division of Fire Safety at the email noted in these instructions.