

STEP BY STEP INSTRUCTIONS ON HOW TO APPLY FOR AN INSPECTION FOR THE RESALE OF A HOME

Go to **trfireprevention.com** and click on **Residential Smoke Inspection** on the top right in red. Read what is required and scroll to the bottom of the page.

You will see a big grey box that says For **Smoke Application**, Please Click Below:

Non-Refundable Application Fee Applies

Click on the red bar that says **SDL Portal**. This is a secure local government portal that Toms River Township uses. You will need to create an account. Enter an Email, User Name, Password, First Name, Last Name and Town. Or just log in if you already have an account.

The SDL Toms River Township Portal will immediately send you a verification email (Account Creation Only, not if you are just logging in). Open that email for verification.

Look for Online Requests

Click on Fire/Smoke Detector Inspection

Inspection Reason: Property Sold

What date will the change in occupancy occur: Put the date you are closing

Delivery Method: Choose Email, the inspector will email you the smoke certificate at the end of the business day.

Add any additional comments or notes: You can add additional information here if needed.

Add the property location: In the search box, **TYPE** the street address of the home being sold and click the red Find button. The address will pop up, click on that line of where the address popped up. It will prefill the information needed in

the section below that, in the “**Verify or Update Location**” section. Such as the block, lot, qualifier (if applicable), street address, city, state and zip code.

Verify or update the property owner: Fill in the phone number.

“**OWNER in FEE**” is the current homeowners name

Include the requested additional information section: Please fill out the required realtor’s information.

Confirm your information and submit your request.

You will then be prompted to make the \$75.00 payment with a credit card, complete and process. We will review your request.

After you submit your request you should:

*Receive a confirmation email with the details of your request.

*You will be contacted from someone in The Fire Prevention Bureau (732) 240-5153 to schedule you for an appointment for us to come out and inspect your home.

Appointments are on a first come first serve basis.

You cannot pay extra to get an earlier appointment.