

When applying for a certificate, this is the first screen you should see:

SDL Testing Town
Union County, NJ

Home Search Requests Maps

Certificate Applications Start your certificate application online for SDL Testing

1 Certificate Information 2 Contact Information 3 Submit Prev Next

What type of certificate are you applying for?

Certificate Type

Please select a certificate type to proceed.

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The first thing you need to do is specify what kind of application you are looking for. Use the drop down box to choose the type of certificate you wish to apply for:

SDL Testing Town
Union County, NJ

Home Search Requests Maps

Certificate Applications Start your certificate application online for SDL Testing

1 Certificate Information 2 Contact Information 3 Submit Prev Next

What type of certificate are you applying for?

Certificate Type

Resale-Rental Certificate of Continued Occupancy

Please select a certificate type to proceed.

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Next, you will need to determine your role in the application process:



Certificate Applications Start your certificate application online for SDL Testing

1 Certificate Information 2 Contact Information 3 Submit Prev Next

Instructions:
Portal instructions for this cert

What type of certificate are you applying for?

Certificate Type

Resale-Rental Certificate of Continued Occupancy

[Resale portal description](#)

Which option best describes your role?

Applicant Role

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Use the provided drop-down box to select the best option to describe your role:



Certificate Applications Start your certificate application online for SDL Testing

1 Certificate Information 2 Contact Information 3 Submit Prev Next

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What type of certificate are you applying for?

Certificate Type

Resale-Rental Certificate of Continued Occupancy

[Resale portal description](#)

Which option best describes your role?

Applicant Role

- Owner
- Tenant
- Buyer
- None of these

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After selecting your role, you will need to find the property that the application is in reference to:

SDL Testing Town
Union County, NJ

Home Search Requests Maps

Certificate Applications Start your certificate application online for SDL Testing

1 Certificate Information 2 Contact Information 3 Submit Prev Next

Instructions:
Portal instructions for this cert

What type of certificate are you applying for? Certificate Type
Resale-Rental Certificate of Continued Occupancy
[Resale portal description](#)

Which option best describes your role? Applicant Role
Owner

Search for the property address. Property Search
Type Address, Owner or Block/Lot
[I can't locate my property.](#)

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You can use owner information, address, or block/lot number in order to search for the property:

SDL Testing Town
Union County, NJ

Home Search Requests Maps

Certificate Applications Start your certificate application online for SDL Testing

1 Certificate Information 2 Contact Information 3 Submit Prev Next

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Resale-Rental Certificate of Continued Occupancy
[Resale portal description](#)

Which option best describes your role? Applicant Role
Owner

Search for the property address. Property Search
234
43 COLUMBUS AVE 234 - 26
Rosa, Robert L & Susan J
49 MARION AVE 234 - 22
Gregory, Gene W & Josefina
30 COLUMBUS AVE 234 - 31
Nozza, D & S & Jp & Dj Jr
6 POTTER ST 234 - 24
Poli, Lucille
483 CENTRAL AVE 234 - 10
Kliesch, Mark W & Laura B

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Some properties may require you to select the unit number as well:



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[Resale portal description](#)

Which option best describes your role?

Applicant Role
Owner

Search for the property address.

Property Search
30 COLUMBUS AVE

Select your unit
Not Listed

After selecting the property, the property information should automatically appear. Ensure this information is correct, then add any notes relevant to the property or application:



Which option best describes your role?

Applicant Role
Owner

Search for the property address.

Property Search
30 COLUMBUS AVE

Select your unit
Not Listed

Review and update the property location information

Street Address 30 COLUMBUS AVE		Unit / Suite / Apartment Unit		Floor Floor	
City NEW PROVIDENCE	State NJ	Zip/Postal Code 07974	Block 234	Lot 31	

Include any additional notes or comments.

Notes Add any notes or comments that may be relevant to your request.

After hitting “Next,” you should be directed towards a screen with applicant contact information, owner contact information, and tenant contact information. Some of this information will be generated for you, other information you will need to fill out:

Certificate Applications

Start your certificate application online for SDL Testing

1 Certificate Information 2 Contact Information 3 Submit Prev Next

Applicant Contact Information and Mailing Address

First Name: Jane Last Name: Doe Email: example@email.com

Business Name: My New Business Phone Number: 123-456-7890 Mobile: 987-654-3210

Street Address: 30 Columbus Ave Secondary Street Address: Unit / Floor / etc

City: New Providence State: NJ Zip Code: 07974 International Address?

Owner Contact Information and Mailing Address

Owner Name: Jane Doe Phone: 123-456-7890 Mobile: 987-654-3210 Email: example@email.com

Street Address: 30 COLUMBUS AVE Unit / Suite / Apartment: Unit Floor: Floor

City: NEW PROVIDENCE State: NJ Zip Code: 07974 International Address?

Tenant Contact Information and Mailing Address

Tenant Name: John Doe Phone: 963-852-7410 Mobile: 147-258-3690 Email: email@example.com

Street Address: 45 Columbus Ave Unit / Suite / Apartment: Unit Floor: Floor

City: New Providence State: NJ Zip Code: 07974 International Address?

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After filling out all necessary information and hitting “Next,” you will be directed to a summary of your application request. Review this information and feel free to hit “Prev” in order to go back and edit any information. If all information is correct, hit “Send Request.”

Certificate Applications

Start your certificate application online for SDL Testing

1 Certificate Information 2 Contact Information 3 Submit Prev Finish

Request Summary

To: SDL Testing
From: Megan Kelly (mkelly@spatialdatalogic.com)
Certificate Type: undefined
Applicant Information: Jane Doe
Location: 30 COLUMBUS AVE

After you submit your certificate request, you will receive an email confirming the application. A Town Official will review your request and either approve it or contact you for more information.

[Send Request](#)

At this point you will receive a confirmation of your request. You will also be given a link with the option of returning to the beginning of the process in order to apply for an additional certificate:



Certificate Applications Start your certificate application online for SDL Testing

1 Certificate Information 2 Contact Information 3 **Submit** [Prev](#) [Finish](#)

Request Summary

To: SDL Testing
From: Megan Kelly (mkelly@spatialdatalogic.com)
Certificate Type: undefined
Applicant Information: Jane Doe
Location: 30 COLUMBUS AVE

After you submit your certificate request, you will receive an email confirming the application. A Town Official will review your request and either approve it or contact you for more information.

[Apply for another certificate](#)

Thanks! Your request has been submitted.

Your Request Label request has been sent and Request Public ID field has been created. You can monitor the progress of this request from your [Account Page](#)



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