TOWNSHIP OF WASHINGTON/GLOUCESTER COUNTY / MUNICIPAL BUILDING
523 EGG HARBOR ROAD, SEWELL NJ 08080 **Phone: 856-589-0520 ext. .2231 or 2296**
Emails: vorr@twp.washington.nj.us and nfach@twp.washington.nj.us

LANDLORD REGISTRATION / CERTIFICATE OF OCCUPANCY INSPECTION

****ALL FIELDS MUST BE COMPLETED AND ORIGINAL APPLICATION MUST BE SUBMITTED****

RENTAL PROPERTY INFORMATION: Block: _____ Lot: _____ Qual: _____

DWELLING VACANT? Yes _____ No _____ ☐ Registration ☐ Inspection ☐ Annual ☐ Tenant Change

Property Address: _____ Type of Heat at Property: ☐ Oil ☐ Gas

If Fuel Oil Is Used Please Supply Dealer Name and Phone Number: _____

☐ **Single Family** ☐ **Duplex** ☐ **Condo** ☐ **Two-Family** ☐ **Mobile Home** ☐ **Twin** ☐ **Apartment** ☐ **Other**

List Adult Occupants:	**Minor Occupants**	**Minors Date of Birth:**
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

LANDLORD INFORMATION: (P.O. Boxes are not sufficient)

Name of Owner: _____ Phone #: Day: _____
Address: _____ Eve: _____
Email Address: _____ Cell: _____
Partner: _____ Phone #: Day: _____
Address: _____ Eve: _____
Emergency Contact: _____ Phone #: _____

RENTAL AGENCY INFORMATION: ☐ **Yes (Fill out below)** ☐ **No**

Name: _____ Phone #: Day: _____
Address: _____ Eve: _____
Maintenance Contact Person: _____ Phone #: Day: _____

☐ **Attached Proof of Tenant Screening**
MUST CHECK ONE

☐ **Did not attach proof of Tenant Screening**

_____
Signature of Applicant Date
Wet Signature Required

Regulations as Per Chapter 185: Rental Property and Landlord Registration are available online at www.townshipnj.com

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MUNICIPAL USE ONLY:

RECEIVED:

Inspection Date 1st _____ 2nd _____ 3rd _____

Fee: Amount: _____ Check#/Cash _____ Lock Box _____

Inspection Fee
$125 Annually / Change of tenant; includes smoke certification and 1 re-inspection;
Add'l inspections to obtain passing CO $75 each
****If annual insp. Is not paid for and scheduled within 60 days past your due date, a $50 late fee will be applied****

Change of tenant without Certificate of Occupancy fine: $100.00 ** Lead Inspection: $40.00 Paid _____**

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PROCESS FOR BECOMING A LANDLORD IN WASHINGTON TOWNSHIP

- Must fill out a landlord application (can be found on our website or in our office), including the names of ALL occupants; if there are minors, must list their date of birth or their age.

- Must submit payment of $125 (cash or check) for the inspection, along with the completed application. There is also a $100 landlord registration fee due with submission of application. **60 days past your annual inspection date, if not paid for and scheduled, there will be a $50 late fee applied.**

- Your first inspection date will be your annual inspection date every year, unless you change tenants within that year. Every time you change tenants; you must submit a new landlord application with the new tenant names and a $125 payment.

- The property must be vacant in order to inspect before the new tenants move in. This new inspection date will be your new annual inspection date every year moving forward. **It is your responsibility as the landlord to remember your annual inspection date.**

- The day of your property's inspection, you will receive an email with either a Failure Report letting you know which items failed inspection, OR you will receive the Certificate of Rental letting you know that you passed your inspection. If you do not receive an email by the close of the business day on your inspection date, please call our office and let us know, so we can resend the information to you. Please make sure to check your spam folder first before calling.

- If you fail your inspection, you have 60 days to fix the items that failed and get it rescheduled with our office; if you do not, you will need to pay another $125 payment for re-inspection. There is a $75 fee for the 3rd inspection and each inspection after if you continue to fail.

- The State of New Jersey now requires LEAD inspections every two (2) years for properties built in 1977 or earlier. If your property was built in 1978 or later you are not required to have any LEAD inspections. Our Washington Township Housing Inspector is licensed to complete these inspections. Our fee is $40 for the LEAD inspection or you may choose to go elsewhere for your inspection, however, we require you to submit a passing LEAD certificate for us to keep on file.

- The State of New Jersey also requires all landlords to show $500,000 of personal liability for each rental property that they own. You must submit a copy of your policy for each property to the Washington Township Housing Department every year when you receive your new policy.

Landlord registration fee of $100 is due every year by September 1st or a $50 late fee will apply.
Change of tenant without Certificate of Occupancy fine:$100.00

Landlord Registration for Multiple Rentals

$100 for 1-5 units; $50 late fee	$200 for 6-15 units; $100 late fee
$300 for 16-50 units; $150 late fee	$400 for 51-100 units: $200 late fee
$500 for 101-200 units; $250 late fee	$600 for 201 or more units; $300 late fee