

## **RENTAL UNIT INSPECTION APPLICATION**

### **GENERAL INFORMATION**

- **Application Fee: \$75.00 (make checks payable to Hainesport Township)**
- **NJ Lead-Based Paint Law (N.J.A.C. 5:28A)**  
**Fee: \$20.00 Lead Hazard Control Assistance Act and \$50 Visual Only lead inspection if being conducted by a township official (if independent inspection is being performed, the \$50.00 fee will not be due, however a copy of the certificate of inspection will need to be submitted with the Rental Application packet and the \$20.00 Lead Hazard Control Assistance Act fee).**
- **Required inspections by homeowner/landlord prior to Rental being occupied by tenant:**
  - **Certified Heat Certification for heating equipment**
  - **Proof of Business (rental) Liability insurance with no less than \$500,000.00 combined property damage and bodily injury**
  - **Certification of Lead Inspection (dwellings built prior to 1978)**
- **All rental inspections are to be vacant when inspection is conducted**
- **Rental Inspections are required every time a new tenant is being placed into a rental property**
  - **All paperwork pertaining to the rental inspection must be completed in full prior to an inspection being conducted**



HAINESPORT TOWNSHIP  
ONE HAINESPORT CENTRE  
PO BOX 477  
HAINESPORT, NJ 08036



**RENTAL UNIT INSPECTION REPORT AND NOTICE OF VIOLATION**

NOTICE #: \_\_\_\_\_

**PROPERTY INFORMATION**

Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Zoning Use: \_\_\_\_\_

**INSPECTION:**

	First Inspection		Second Inspection	
	Pass	Fail	Pass	Fail
1. Sanitation/Gardening	_____	_____	_____	_____
2. Walls/Ceiling (Cracks/Paint)	_____	_____	_____	_____
3. Doors/Knobs (Functional)	_____	_____	_____	_____
4. Windows/Screens (Functional)	_____	_____	_____	_____
5. House Number	_____	_____	_____	_____
6. Exterior Maintenance	_____	_____	_____	_____
7. Floors	_____	_____	_____	_____
8. Roof (Visible Inspection Only)	_____	_____	_____	_____
9. Drain Gutters (Visible Inspection Only)	_____	_____	_____	_____
10. Basement (Windows/Screens)	_____	_____	_____	_____
11. Kitchen (Clean/No drain leaks)	_____	_____	_____	_____
12. Bathroom (Clean/ No drain leaks)	_____	_____	_____	_____
13. Electrical (Switches/Outlets)	_____	_____	_____	_____
14. Electrical Fixture Covers	_____	_____	_____	_____
15. Sidewalks	_____	_____	_____	_____
16. Stairs/Deck	_____	_____	_____	_____
17. Hand Railings (Existing Only)	_____	_____	_____	_____
18. Stair Landings	_____	_____	_____	_____
19. Smoke Detectors	_____	_____	_____	_____
20. Carbon Monoxide Detectors	_____	_____	_____	_____
21. Proper Zoning for Use	_____	_____	_____	_____
22. Fire Extinguisher	_____	_____	_____	_____
23. Lead Based Paint	_____	_____	_____	_____

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

First Inspection Date: \_\_\_\_\_

Second Inspection Date: \_\_\_\_\_

\_\_\_\_\_  
Code Enforcement Officer



HAINESPORT TOWNSHIP  
ONE HAINESPORT CENTRE  
PO BOX 477  
HAINESPORT, NJ 08036



**RENTAL INSPECTION REQUEST  
NOTICE # \_\_\_\_\_**

**PROPERTY INFORMATION:**

Property Address: \_\_\_\_\_

Year Constructed: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Move-In Date: \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Contact Person (If not Owner): \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person's Address: \_\_\_\_\_

**DESCRIPTION OF UNIT**

**UTILITIES (Check where applicable)**

Public Sewer \_\_\_\_\_ Public Water \_\_\_\_\_ Septic System \_\_\_\_\_ Well \_\_\_\_\_

**TYPE OF HEAT**

Gas \_\_\_\_\_ Oil \_\_\_\_\_ Electric \_\_\_\_\_

Number of Bedrooms in Unit: \_\_\_\_\_

**NOTICE FEE/INSPECTION CERTIFICATE**

There is a Notice fee of \$25.00

A fee of \$50.00 must be paid upon receiving the certificate of inspection

**LEAD BASED PAINT INSPECTION**

**\$70.00 (\$20 Lead Hazard Control Assistance Act; \$50 for Inspection) Check the Box that Applies:**

Private Inspection (Must Provide Certificate): \_\_\_\_\_ Township Official Inspection: \_\_\_\_\_

**NOTICE TO APPLICANTS**

You must comply with New Jersey Statute 46:8-28 which requires the filing of certain information with the Township Clerk in the case of a one dwelling rental unit or a two dwelling, non-owner-occupied premises. Information & Form is included and when completed, should be turned into the Township Clerk to be kept on file.

Owner's Signature \_\_\_\_\_ Date \_\_\_\_\_

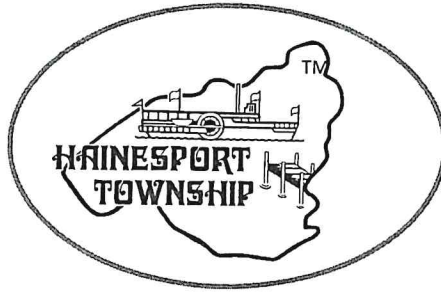
Applicant (if other than owner) \_\_\_\_\_ Date \_\_\_\_\_

**(FOR OFFICE USE ONLY)**

Date Received: \_\_\_\_\_ Cash: \_\_\_\_\_ Check #: \_\_\_\_\_ Receipt #: \_\_\_\_\_

Amount: \_\_\_\_\_ File #: \_\_\_\_\_





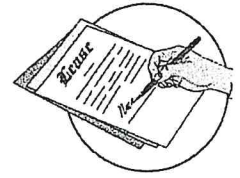
### Heating Equipment Certification

I hereby certify that the heating equipment servicing \_\_\_\_\_ is  
in proper and safe working order.

\_\_\_\_\_  
Name of Technician

\_\_\_\_\_  
License #

\_\_\_\_\_  
Date of Certification



New Jersey Department of Community Affairs  
Division of Codes and Standards  
Landlord-Tenant Information Service

**REGULATIONS FOR THE LANDLORD IDENTITY  
REGISTRATION FORM**

**N.J.A.C. 5:29-1.1**

Printed June 2011

**5:29-1.1 Applicability**

- (a) Pursuant to N.J.S.A. 46:8-28 and 46:8-29, the form prescribed by this subchapter is required to be given by landlords to tenants in single unit dwellings and in two – unit dwellings that are not owner-occupied and to be filed in the office of the clerk of the municipality in which any such single unit dwelling or two-unit dwelling is situated.
- (b) Tenants in multiple dwellings are required to be given a copy of the certificate of registration filed with the Bureau of Housing Inspection in accordance with N.J.S.A. 55:13A-12, N.J.S.A. 46:8-28 and N.J.A.C. 5:10-1.11. **(Contact the Bureau of Housing Inspection, P.O. Box 810, Trenton, New Jersey 08625 (609) 633-6240 for registration applications for buildings with three or more dwelling units)**

THE ATTACHED FORM IS TO BE FILED WITH THE MUNICIPAL CLERK AND DISTRIBUTED TO TENANTS IN SINGLE UNIT DWELLINGS AND IN TWO UNIT DWELLINGS THAT ARE NOT OWNER-OCCUPIED. **(DO NOT SEND THIS STATEMENT TO LANDLORD-TENANT INFORMATION SERVICE)**

**Similar forms may be obtained from private sources.** You may obtain a copy of the form by faxing your request to (609) 609-292-2839 or by writing to:

New Jersey Department of Community Affairs  
Division of Codes and Standards  
Bureau of Homeowner Protection  
Landlord-Tenant Information Service  
P.O. Box 805  
Trenton, New Jersey 08625-0805

**LANDLORD IDENTITY REGISTRATION STATEMENT**  
**ONE AND TWO-UNIT DWELLING REGISTRATION FORM**

The form of the certificate of Registration to be filed with the municipal clerk and distributed to tenants by owners or non-owner occupied one and two unit dwellings shall be substantially as follows:

(1) Property Address:

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(2) The names and addresses of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

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(3) If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:

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☐ Record owner is not a corporation.

(4) If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner(s) is as follows:

☐ The addresses of all record owners in the county in which the dwelling is located:

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(5) The name and address of the managing agent is as follows:

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☐ There is no managing agent.

(6) The name and address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:

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☐ There is no superintendent, janitor, custodian or other person employed to provide regular maintenance service.

(7) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

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(8) The names and addresses of all holders of recorded mortgages on the property are as follows:

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☐ There is no recorded mortgage on the property.

(9) If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

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☐ The building is not heated by fuel oil

☐ The building is heated by fuel oil, but the landlord does not furnish heat.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord or Authorized Representative

**SEND COMPLETED FORMS TO TENANTS AND MUNICIPAL CLERKS ONLY**