TOWNSHIP OF WASHINGTON / GLOUCESTER COUNTY / MUNICIPAL BUILDING
523 EGG HARBOR ROAD, SEWELL NJ 08080
townshipnj.com

Phone:856-589-0520 ext. 245
Fax: 856-218-1473

LANDLORD REGISTRATION / CERTIFICATE OF OCCUPANCY INSPECTION

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:

Name: _____ Phone #: Day: _____

Address: _____ Eve: _____

Maintenance Contact Person: _____ Phone #: Day: _____

Cell: _____

☐ Attached Proof of Tenant Screening

☐ Did not attach proof of Tenant Screening

_____
Signature of Applicant Date

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

MUNICIPAL USE ONLY:

RECEIVED:

Inspection Date 1st_____ 2nd _____ 3rd _____

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

Inspection Fee
$70 Annually / Change of tenant; includes 1 re-inspection; add'l inspections to obtain passing CO $50 each

Landlord Registration Fee
$50 Annually 1-5 Units **$100 Annually 6-10 Units** **$175 Annually 11-25 Units** **$250 Annually 26+**