



RESIDENTIAL RENTAL APPLICATION (AKA RESIDENTIAL CHANGE OF TENANT)

Landlord Name:			
Property Address:	Block:	Lot:	Qual:
Name of Development:		Move In Date:	
Tenant Name:			
Tenant Phone:			
Tenant Email:			
REQUIRED: Email where Certificate is to be sent:			
In-State Agent's Name:			
In-State Agent's Phone Number:			
In-State Agent's Email:			
Will someone be present during the inspection? *Someone must be present if property is not completely empty			
If yes , please provide that person's:		If no , the lock box combination is:	
Name:		Lock box location:	
Phone Number:			
Acknowledgement that you have received the C/O requirements:			

Signature of Applicant

If any portion of the property is inaccessible during an inspection, the inspector will deem the inspection as "failed," and the \$75 re-inspection fee will be required to be paid prior to the scheduling of the first re-inspection, and \$150 for any re-inspection thereafter. **All inspections are based on availability. Expedited inspections can not be guaranteed.

Certificate Fees:

- ☐ \$75.00 When inspection is requested for **more than 10 business days** after submission of application, **when available**.
- ☐ \$125.00 When inspection is requested **between 2 and 10 business days** after submission of application, **when available**.
- ☐ \$150.00 When inspection is requested **between 1 and 2 business days** after submission of application, **when available**.
- ☐ \$200.00 When inspection is requested for the **same day** as submission of application, **when available**.

Payment must be made using Cash or Check. Checks should be made payable to **Voorhees Township**.

ZONING OFFICE USE ONLY	
Initial Inspection Payment Info:	Initial Inspection:
Reinspection #1 Payment \$75:	Reinspection #1:
Reinspection #2 Payment \$150:	Reinspection #2:
Reinspection #3 Payment \$150:	Reinspection #3:
OPEN CONST:	
LLR:	
NOTES:	
ENTRY: ☐ Outlook ☐ SDL (INCL. APP UPLOAD) ☐ Email PRE-ISSUE: ☐ Construction Closed ☐ Checklist Complete ☐ Issue & Exp Date	
I hereby certify that I have checked, verified, and reverified that all outstanding permits associated with this property have been properly closed and finalized. I further confirm that this application has been reviewed for compliance and meets all applicable requirements for the issuance of the requested certificate. (TWP Signature)	



Voorhees Planning & Zoning Department
2400 Voorhees Town Center
Voorhees, NJ 08043
rentals@voorheesnj.com

ANNUAL LANDLORD REGISTRATION FORM

Annual Registration Fee: \$50 per unit

Property Street Address:	Voorhees, NJ 08043	
Block:	Lot:	Qualifier (if applicable):

Owner/Landlord 1 Name:	Owner/Landlord 2 Name:
Owner 1 Address:	Owner 2 Address:
Owner 1 Phone:	Owner 2 Phone:
Owner 1 Email:	Owner 2 Email:

Emergency Contact:	Emergency Contact Phone:
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Rental Agency Name:	Rental Agency Contact Name:
Rental Agency Address:	
Rental Agency Phone:	Rental Agency Email:

Maintenance Contact Name:	Maintenance Phone:
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Type of Dwelling (Circle One):			
Townhouse	Condominium	Duplex	Single-Family Dwelling

Applicant Signature:	Signature of Applicant
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ZONING OFFICE USE ONLY			
Amount Paid:	Date Paid:	Cash/Check #:	Collected by:



LEAD INSPECTION APPLICATION

\$50 Fee - Checks must be made payable to Voorhees Township

Rental Property Information

Property Street Address:		Voorhees, NJ 08043			
Property Block #:	Property Lot #:				
Property Qualifier (if applicable):					
Property Type:	Single Family Dwelling	Townhouse	Condominium	Duplex	Apartment

Landlord Information

Name(s) of All Property Owners/Landlords:	
Landlord's Address:	
Landlord's Email:	Landlord's Phone:
Emergency Contact Name:	Contact's Phone:

Pursuant to P.L.2003, c.311 (C.52:27D-437.1 et. seq.), all single-family, two-family, and multi-family rental dwellings are required to undergo routine lead paint inspections until a lead free certification has been provided to the municipality. Inspections are required every 3 years or upon change of tenant, whichever is earlier. The following properties are exempt:

- Dwellings constructed during or after 1978,
- Dwellings that have been certified free of lead-based paint either after an abatement or evaluation confirming no lead-based paint is present,
- Dwellings that have been registered with the DCA for at least 10 years and either have no outstanding lead violations or have an open inspection & no paint violations,
- Dwellings with a valid lead-safe certification (valid for 2 years).

If you believe that your property qualified for an exemption for one of the reasons listed above, you must email verification of the exemption to rentals@voorheesnj.com.

Signature of Applicant

ZONING OFFICE USE ONLY			
Date Paid:	Amount Paid:	Cash/Check #:	Collected by:

RENTAL INSPECTIONS FOR RESIDENTIAL PROPERTIES

All residential **RENTAL** properties will be inspected for the following items, at minimum:

- ☐ Building identification (see page 4 for specific requirements)
- ☐ Carbon monoxide detectors (see page 4 for specific requirements)
- ☐ Electrical panel has no visual defects or open spaces
- ☐ Operable door locks (1st floor sliding door must have backup lock, mounted bar or pin in multi-family dwellings)
- ☐ Operable, unbroken windows with locks (screens required May through October)
- ☐ Heat is functioning properly (68 degrees from October through May)
- ☐ Refrigerator and a means of cooking with exhaust for range
- ☐ Random sampling of outlets checked for electrical issues
- ☐ Outlets at kitchen counter and bathroom are properly functioning GFI outlets
- ☐ Heater and water heater checked for visual defects
- ☐ Filter in heater is clean
- ☐ Balconies and railings are in good repair
- ☐ Peeling or flaking paint, mold or mildew build up
- ☐ Screen on fireplace
- ☐ Anti-tip brackets on ranges (if installed after 1991)
- ☐ Front door security chain and peephole (only for multi-family dwellings of 4 units or more)
- ☐ Smoke detectors (See page 5 for specific requirements)

If you have an alarm company, you must notify them that you are having an alarm test done so that the Fire Department does not respond.

NOTE: All furniture and belongings must be at least 4 feet away from walls. Outlets must be uncovered/unblocked with all child-safe outlet covers removed and electronics unplugged prior to the inspector's arrival. Pets must be caged or outside of the property.

For a complete list of all items that are subject to inspection, see N.J. State Housing Code 2003, Multi Family Dwelling Code Title 5, Code 10, Chapter 28.

NOTE: The property/unit must be VACANT at the time of inspection. If the inspector is unable to access any of the items listed above due to boxes, furniture, etc., a **rental certificate will not be issued** until the \$75 reinspection fee has been paid and the unit has successfully passed a reinspection.