

Mail application and check to:

Upper Pittsgrove Township
Housing Office
431 Route 40
Elmer, NJ 08313

Upper Pittsgrove Township

Pre-Occupancy Application (2 pages) **RENTALS Only** (Revised 03/30/2026)

Questions??

Call us at:
856 – 358 – 8500

Pre-Occupancy Inspection Fee = \$25

Check Payable to: Upper Pittsgrove Township

Re-Inspection Fee = \$25 (if needed)

Smoke Detector / Carbon Monoxide Inspection Fee = \$25

See Separate Form for Details

Property Information:

Block: _____ Lot: _____ Number of Bedrooms: _____ Year Built: _____

Address: _____

Landlord (Owner) Information:

Name: _____

Phone: (_____) _____ - _____ Email: _____

Tenant Information (Certificate of Occupancy will be issued in Occupants Name):

Name: _____

Phone: (_____) _____ - _____ Email: _____

Number of **Adults**: _____ Number of **Children**: Under 2ys: _____ Over 2ys: _____

EMERGENCY Contact: _____ Phone: (_____) _____ - _____

Contact Person to Set up Inspection: _____

Phone: (_____) _____ - _____ Email: _____

The following is required to be submitted PRIOR to issuing a CO:

____ Lead-Safe Certificate (valid for three years) or Lead-Free Certificate for lead base paint in homes built before 1978, *pursuant to P.L.2021, c.182 effective July 22, 2022*

____ \$20 Fee for Department of Community Affairs (Lead Base Paint), if applicable

Note:

PURSUANT TO THE PRIVATE WELL TESTING ACT (N.J.S.A. 58:12A-26) NO REAL ESTATE SERVICED BY A PRIVATE WELL CAN BE SOLD WITHOUT COMPLYING WITH THE ACT AND THE REGULATIONS PROMULGATED THEREUNDER.

ADDITIONALLY N.J.A.C. 7:9a-3.16, ET SEQ. PROHIBITS THE SALE OF PROPERTY WHICH IS SERVICED BY A CESSPOOL, PRIVY, outhouse, TARINE, AND/OR PIT TOILET UNTIL THE SAME IS REPLACED WITH AN APPROVED SYSTEM.

IT SHALL BE YOUR RESPONSIBILITY TO ASSURE COMPLIANCE WITH THE ABOVE REGULATIONS.

To assure Upper Pittsgrove Township Housing Department that Ordinance 2005-7 is in compliance, the above information must be submitted to this department prior to issuance of the "Certificate of Occupancy".

Code Section 5:28 states; "Every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor area, and every room for sleeping purposes by more than one person shall contain at least 50 square feet of floor area for each occupant thereof."

I have read this form and all information on this form is accurate _____
Please sign