



BOROUGH OF WASHINGTON

Re: 2026-2027 Rental Property Registration – Inspection and Fee's

Dear Landlord,

Enclosed is your **rental property registration form for 2026-2027** that must be completed and returned to the Borough of Washington by **July 31, 2026** per **Washington Borough Chapter 66 Code**.

Please be advised that there is a **fee** and **inspections** for the 2026-2027 registration year. If the rental unit is currently vacant, please just write "vacant" in the field for the tenant's information.

<u>Units</u>	<u>Fee</u>
1 to 2	\$100 for 1st unit + \$75 for additional unit
3 to 5	\$125 for Units 1-3 + \$50 per unit for Units 4-5
6 to 9	\$175 for Units 1-6 + \$35 per unit for Units 7-9
10 to 24	\$250 for Units 1-10 + \$25 per unit for Units 11-24
25 to 49	\$350 for Units 1-25 + \$15 per unit for Units 26-49
50+	\$500 for Units 1-50 + \$10 per unit thereafter

Checks should be made payable to the Borough of Washington.

Please return your completed registration form and payment by mail or drop off at the following address:

Please help us keep our records up to date: If you are a new property owner and the property is no longer a rental please contact this office in writing stating such. Once received the property will be removed from the list.

Washington Borough
Attn: Office of Housing
100 Belvidere Avenue
Washington, NJ 07882

Sincerely,
Constance Dean
Office of Housing
Borough of Washington

Borough of Washington 2026-2027 Rental Property Registration

Pursuant to Chapter 66(Rental Property) of the Borough of Washington code effective March 19th, 2019, the owner of every rental property located within the Borough of Washington shall file a registration statement for each property on or before July 31, 2025. A Certificate of Housing for each property will be issued once application is received. The Certificate(s) shall be retained by the owner and presented as a prerequisite to registration of the property.

All properties must be current on all property taxes and sewer utility payments at time of registration.

NO PROPERTY SHALL BE PERMITTED TO BE REGISTERED WITHOUT A VALID CERTIFICATE OF HOUSING BEGINNING JULY 31, 2026 AND ANNUALLY THEREAFTER!

Property Address: _____ Block: _____ Lot: _____

Owner Full Name: _____

Owner Address: _____
(mailing address)

Phone: _____ Cell: _____

Email: _____

Managing Agent: _____

Agent Address: _____

Phone: _____ Cell: _____

Email: _____

Provide the **names of the tenants** who are on the lease agreement and authorized to reside at the home or apartment and **include all children** over 2 years of age. **Please separate the tenants** according to their apartment / unit:

Please identify **the type & quantity** of all animals in each unit:

Please **check** or provide an answer to the following questions:

Number of Apartments/Units: _____ Number of years you have rented this property: _____

1. Type of rental property:

☐ Single Family

☐ Two Family Duplex (Side by Side)

☐ Two Family (Up & Down)

☐ Multi-family Dwelling

☐ Commercial Building with Apartments

2. Are you (the landlord) responsible to provide heat or other utilities? ☐ Yes ☐ No

☐ Heat

☐ Hot Water

☐ Water

☐ Electric

3. Fuel Oil Co. (if applicable): _____

4. Have you provided the floor plans to this home or property? ☐ Yes ☐ No

If no: **Please provide a detailed floor plan on a separate page.** Items required to include:
Exterior/Interior doors & windows, stairwell locations, room names & approx. dimensions.

Signature: _____ Date: _____

OFFICE USE ONLY

Date Received

Inspection Date

Certificate Issue Date

\$

Fee Received

Date Fee Received

Initial