



ARE YOU A LANDLORD?

The Willingboro Township requires that all residential rental properties be registered. In addition, all rental properties must be inspected by a Township Housing Inspector. A heating certificate is also required, which can be obtained using an independent contractor that is registered with the Township.

This must be done with every tenant change, including a homeowner moving back into the premises and even if you have had an annual inspection.

To start this transaction an application, single dwelling affidavit, and landlord registration form needs to be filled out along with a fee of \$150.00 to cover the housing inspection which includes the first inspection and a re-inspection (if needed) if the re-inspection is within 30 days from the first inspection date. This inspection can be scheduled by you or an agent representing you. We advise that your inspection be scheduled within 30 days of your rental date (CO's are good for 30 days).

All rental property is required to be inspected **annually**. **It is the responsibility of the homeowner to obtain this annual inspection.** **An annual rental registration is required even if the tenants have not changed.** A new heating certificate is also required. It is the landlord's responsibility to notify the tenants of the scheduled inspection, and the property must be in inspection order. The cost of the rental inspection is \$150.00. Notify us when the property is vacant and no longer rental.

Open construction permits will be checked, and final inspections will be required. Also, if you have done work without permits you will be required to acquire the proper permits (**NOTE: Rental properties require licensed contractors to perform the work**).

If your property fails inspection, it is your responsibility to obtain the report, abate the violations and reschedule another inspection.

To obtain your Certificate of Occupancy you must:

- ✓ Pass your housing inspection by the township
- ✓ Obtain all required Construction Permits and pass Final Inspections to close Permits
- ✓ All tenant information
- ✓ Landlord Registration Form (for the Township Clerk's Office)
- ✓ Lease Agreement
- ✓ Original heating certificate from a registered contractor on the township listing that is provided (certificate is only valid for 30 days)
- ✓ State Required Lead Certificate
- ✓ Liability Insurance

NOTE: If an appointment needs to be cancelled or rescheduled, we require 24-hour notice or initial fee will still be assessed to cover the scheduled inspection.

WILLINGBORO



TOWNSHIP
NEW JERSEY

Inspections Department
1 Rev. Dr. Martin Luther King, Jr. Drive
Willingboro NJ 08046

Phone # 609-877-2200 Ext. 1214 FAX # 609-877-1278

RENTAL INSPECTION APPLICATION

Block: _____ Lot: _____

\$150.00 Fee

Rental Address: _____ Lock Box #: _____

*Note: By providing a Lock Box # the Housing Inspector may go earlier or later than the scheduled time.
If you want to be present at the time of inspection, do not give a Lock Box #.*

Owner Name(s): _____ Phone #: _____

Owner Address/City/State/Zip: _____

Owner Email Address: _____

If Business/Corporation-Executive Officer: _____ Phone: _____

Owner County: _____ If not Burlington Co. **must** provide Agent Info.

Do you want annual inspection notices to be sent to Local Agent? YES NO

Local Agent Name: _____ Phone #: _____

Local Agent Address/City/State/Zip: _____

Local Agent Email: _____

Is this Rental receiving assistance from a Social Service Agency? (ex. Section 8) YES NO

If yes, Specify: _____

Emergency Contact: _____ Phone #: _____

Has this been a Vacant Property? Yes / No approximately how long has this been Vacant? _____

Type of Inspection: **Annual** **Change of Tenants** **Group Home** **New Rental Property**

LEASE INFORMATION - Date of Occupancy: _____ Date of Expiration: _____

Present Tenant(s) – ****List all occupants, including children and their Date of Birth****

	Name	Telephone	Date of Birth	Relationship to Primary Lease Holder
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

I hereby certify that I am the owner in fee or authorized by the owner in fee to make this application as his/her agent. I understand that if any of the above statements are willfully false, I am subject to punishment. I also have read and agree to the requirements described in 'ARE YOU A LANDLORD?'. Missing information may delay your Certificate of Occupancy.

Signature: _____

Print Name: _____ Date: _____

Agent / Realtor Name: _____ Email: _____

Address/City/State/Zip: _____

OFFICE USE ONLY

Inspection Date: _____ Time: _____

Check #: _____ Cash: _____ CC #: _____ Receipt: _____

Open Permits? Yes / No