RENTAL CERTIFICATE INSPECTION APPLICATION

CODEENFORCEMENT@TWP.BRICK.NJ.US   (732) 262-1033 Ext.1328

BLOCK: _____LOT: _____ QUALIFIER_____

PROPERTY LOCATION: _____

Bedroom 1 Sqft_____Bedroom 2 Sqft_____Bedroom 3 Sqft_____Bedroom 4 Sqft_____Bedroom 5 Sqft_____

Tenant's Names (All Occupants): _____

Owner's Name: **(NO L.L.C.s)**_____Phone #:_____

Owner's Address: **(NO P.O. BOXES)**_____City:_____ State:__ Zip:_____

Designated Agent: **(NO L.L.C.s):**_____ Phone#:_____

Agent's Address: **(NO P.O. BOXES)**_____ City:_____ State:__ Zip:_____

IS THERE MORE THAN ONE DWELLING ON PROPERTY?   ( ) YES ( ) NO   WATER SOURCE: CITY ( )   WELL ( )

IS THIS A TWO-FAMILY HOUSE?   ( ) YES ( ) NO   HAS THE TENANT MOVED IN? ( )YES   ( ) NO

IS THE RENTAL REGISTERED?   ( ) YES ( ) NO   IS THIS A SEASONAL RENTAL? ( ) YES   ( ) NO

IS THERE A FIREPLACE? ( ) YES ( ) NO ---> Type of Fuel: WOOD BURNING ( )   VENTED GAS ( )   VENTLESS GAS ( )   ELECTRIC ( )

DATE TO BE INSPECTED: _____**A.M.** ( ) or **P.M.** ( )

****<u>A COPY OF THE OWNER OR DESIGNATED AGENT DRIVERS LICENSE REQUIRED</u>****

The presence of the Owner, Realtor or Designated Agent is mandatory during the inspection. Someone must be on-site between the hours of 10:00 a.m. and 12:00 p.m. or 1:00 p.m. and 3:00 p.m., Monday through Friday. Two-hour windows available only. NO exceptions!

For your convenience, our office supplies a list of guidelines to help you prepare the rental for inspection. Please review this list so re-inspections will not be necessary. **An additional fee** shall be charged for each re-inspection that may be required because violations are found. ALL FEES SHALL BE REMITTED TO THE OFFICE PRIOR TO THE INSPECTION. There is a fee for failure to keep scheduled appointments without 24-hour notification.

Anyone renting without a Rental Certificate Inspection will be issued a summons and may face a penalty not to exceed two thousand dollars ($2,000.00) and/or a term of imprisonment for a period not to exceed ninety (90) days. **NO tenant should occupy any rental unit prior to a Rental Certificate Inspection. No rental inspection will be performed until ALL belongings of the previous tenant/owner are removed. No items belonging to the new tenant are to be at the premises prior to a passing inspection.**

Brick Township Ordinance #225-4 governs rental properties. A copy of this Ordinance may be obtained for a nominal fee from the Municipal Clerk's Office. All property owners must complete a landlord registration form with the Municipal Clerk's office (N.J.S.A. 46:8-28) Rental units are inspected to insure compliance with the Property Maintenance Code adopted by the Township of Brick.

Signature:_____
(Owner, Realtor, or Designated Agent)

OFFICE USE ONLY

OCCUPANCY BY MORE THAN: <u>_____</u> PERSONS IS PROHIBITED

IS APPLICATION COMPLETE? ( )
COPY OF DRIVERS LICENSE SUBMITTED ( )
INSPECTION:
DATE REC'D:_____ RECEIVER:_____ ( ) CHECK #_____( ) MONEY ORDER #_____CASH_____
RESULT: ( )PASS ( ) FAIL   INSPECTOR:_____DATE_____

1ST RE-INSPECTION:
DATE REC'D:_____ RECEIVER:_____ ( ) CHECK #_____( ) MONEY ORDER #_____CASH_____
RESULT: ( )PASS ( ) FAIL   INSPECTOR:_____DATE_____

2nd RE-INSPECTION:
DATE REC'D:_____ RECEIVER:_____ ( ) CHECK #_____( ) MONEY ORDER #_____CASH_____
RESULT: ( )PASS ( ) FAIL   INSPECTOR:_____DATE_____