

Reference # _____

TOWNSHIP OF PENNSAUKEN
5605 N. CRESCENT BOULEVARD
PENNSAUKEN, NJ 08110
DIVISION OF HOUSING CODE ENFORCEMENT

LANDLORD IDENTITY AND RENTAL UNIT REGISTRATION FORM

SECTION I – RENTAL PROPERTY INFORMATION

Block# _____ Lot# _____

Street Address _____ # of Units in Building _____

Heating Source: (circle one): Natural Gas Electric Propane Fuel Oil

If fuel oil is used to heat the building and the landlord furnishes the heat, you must supply the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used below:

Fuel Oil Dealer _____ Phone # _____

Fuel Oil Dealer Address _____

Grade of Fuel Oil Used _____

The building is heated by fuel oil, but the **landlord does not** furnish heat (check here) _____

SECTION II – OWNER INFORMATION – (A physical address must be provided as per Township Ordinance)

Owner Name _____ Home Phone # _____ Cell Phone # _____

Owner Physical Address _____

Owner Mailing Address (if different from physical address) _____

Owner is **NOT** a Corporation (check here) _____

If Owner is a Corporation, please list the names & addresses of the Registered Agent and Corporate Officers as follows:

Corporation/Partnership Name(s): _____

List additional owners & addresses below if applicable – (We do not accept a P.O. Box as Owner Address):

Name _____ Address _____

Name _____ Address _____

Name _____ Address _____

If owner of record is not located in Camden County, provide the name address, telephone and fax number of a person who resides in Camden County and is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county owner(s) of record below:

Name _____ Phone # _____ Fax # _____

Address _____

**List below the name and address of all holders (bank, equity loan, etc) of recorded mortgages on property:

There is **NO** mortgage on property (check here) _____

SECTION III – MANAGING AGENT INFORMATION – (We do not accept a P.O. Box as Agent Address)

Managing Agent/Co. Name _____ There is **NO** managing agent (check here) _____

Address _____

Phone # _____ Cell # _____ Fax # _____

SECTION IV – TENANT INFORMATION

You MUST provide the FULL NAME, AGE, and GENDER of EACH AND EVERY TENANT in the unit, including children.

Unit # _____ # of Bedrooms _____ # of Occupants _____ Section 8 Unit (circle one) Yes No

Name of each Adult (18 years or older)

Name of each Minor (under 18 years of age)

Unit # _____ # of Bedrooms _____ # of Occupants _____ Section 8 Unit (circle one) Yes No

Name of each Adult (18 years or older)

Name of each Minor (under 18 years of age)

SECTION V – FLOOR PLAN SECTION

FOR **EACH** UNIT – Please provide a floor plan of each unit, which shall depict the number, dimensions and location of each room in the unit. No space shall be used for sleeping purposes which has not been so designated as a sleeping unit on the floor plan provided, and in accordance with Township Code.

Signature of Owner/Landlord

Date

**NOTE: A copy of your valid driver’s license must be submitted with your registration form.
This registration form along with the required inspection must be renewed every year or upon change of tenant.**

OFFICE USE ONLY: DATE RECEIVED _____ RECEIVED BY _____ AMOUNT _____ CHECK # _____

NOTE: The Pennsauken Township Housing Code Inspection consists of a visual examination of the premises to determine its suitability for a Certificate of Compliance under the provisions of the adopted housing code. This property inspection is not a guarantee or warranty of the premises or equipment therein.