

Reference # \_\_\_\_\_

**TOWNSHIP OF PENNSAUKEN  
LANDLORD IDENTITY AND RENTAL UNIT REGISTRATION FORM  
RENTAL PROPERTY HOUSING ENFORCEMENT  
856-663-0514**

**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

**Payment:** Mail: Pennsauken Township, 5605 N. Crescent Blvd. Pennsauken NJ 08110 Attention Building Department  
In person: Building Department located in the basement of the Municipal Building

**NOTE: Cash or check only. A copy of your valid driver’s license must be submitted with your registration form.**

**Renewal: 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.