



Township of Pennsauken

CAMDEN COUNTY, NEW JERSEY

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INCORPORATED 1892

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Deputy Mayor

Township Committee: John Figueroa

Bill Orth

Rick Taylor

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Administrator

Gene Padalino
Township Clerk

Parker McCay
Municipal Attorney

July 3, 2018

NOTICE OF NEW RENTAL REGISTRATION & INSPECTION FEES TOWNSHIP ORDINANCE #2018.11 Adopted June 20, 2018

Township Ordinance requires rental properties to be registered and inspected on an annual basis or at a change in tenancy. Before an inspection can be scheduled you must file a current Rental Inspection Application form.

Please be advised that a review of Township Rental Property Ordinances found the process of registering and inspecting rental properties significantly more costly today than when the original ordinance was written in 1996. Therefore, the Township has found it necessary to increase the registration and inspection fees to cover the services rendered. The new fees are noted below as per Article II, Section 251-23, Fees.

- A. At the time of filing the rental inspection application form, the owner shall pay an annual fee equal to the following: Three Hundred and Fifty Dollars (\$350.00) for each rental unit.
- B. The required fee shall cover an initial inspection, as well as one (1) follow-up inspection in the event of failure of the first inspection. Any additional inspections will cost an additional fee of Five Hundred Dollars (\$500.00) per inspection.

If you have any questions regarding this Notice, please feel free to contact the Rental Housing Office at 856-663-0514, Monday through Friday from 8:00 a.m. to 4:00 p.m.

Sincerely,

Patrina M. Magro
Township of Pennsauken
Rental Housing Office

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 email: _____

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 the address of any recorded owner is not located within twenty-five (25) miles of the Township of Pennsauken, please provide the name, address, telephone and fax number of a person within twenty-five (25) miles of the Township of Pennsauken who is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the owner(s). The address shall be a physical location of where said person(s) or registered agent can be found during normal business hours.

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 – Bedroom Sizes

FOR **EACH** UNIT – Please provide the dimensions for each bedroom in the unit. No space shall be used for sleeping purposes which has not been so designated as a sleeping room in accordance with Township Code.

Signature of Owner/Landlord

Date

Renewal: This rental inspection application form along with the required inspection must be renewed every year.