



TOWNSHIP OF WASHINGTON/GLOUCESTER COUNTY / MUNICIPAL BUILDING  
 523 EGG HARBOR ROAD, SEWELL NJ 08080  
 townshipnj.com

Phone: 856-589-0520 ext. 2231, 2296 or 2229  
 Fax: 856-218-1473

**LANDLORD REGISTRATION / CERTIFICATE OF OCCUPANCY INSPECTION**

**\*\*ALL FIELDS MUST BE COMPLETED AND ORIGINAL APPLICATION MUST BE SUBMITTED\*\***

**RENTAL PROPERTY INFORMATION:**

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qual: \_\_\_\_\_

DWELLING VACANT? Yes \_\_\_\_\_ No \_\_\_\_\_  Registration  Inspection  Annual  Tenant Change

Property Address: \_\_\_\_\_ Type of Heat at Property:  Oil  Gas

If Fuel Oil Is Used Please Supply Dealer Name and Phone Number: \_\_\_\_\_

Single Family  Duplex  Condo  Two-Family  Mobile Home  Twin  Apartment  Other

List Adult Occupants:

Minor Occupants

Minors Date of Birth:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
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 \_\_\_\_\_  
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\_\_\_\_\_  
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 \_\_\_\_\_  
 \_\_\_\_\_

**LANDLORD INFORMATION: (P.O. Boxes are not sufficient)**

Name of Owner: \_\_\_\_\_ Phone #: Day: \_\_\_\_\_

Address: \_\_\_\_\_ Eve: \_\_\_\_\_

Email Address: \_\_\_\_\_ Cell: \_\_\_\_\_

Partner: \_\_\_\_\_ Phone #: Day: \_\_\_\_\_

Address: \_\_\_\_\_ Eve: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone #: \_\_\_\_\_

RENTAL AGENCY INFORMATION:  Yes (Fill out below)  No

Name: \_\_\_\_\_ Phone #: Day: \_\_\_\_\_

Address: \_\_\_\_\_ Eve: \_\_\_\_\_

Maintenance Contact Person: \_\_\_\_\_ Phone #: Day: \_\_\_\_\_

Cell: \_\_\_\_\_

Attached Proof of Tenant Screening

Did not attach proof of Tenant Screening

Signature of Applicant

Date

Regulations as Per Chapter 185: Rental Property and Landlord Registration are available online at [www.townshipnj.com](http://www.townshipnj.com)

**MUNICIPAL USE ONLY:**

Inspection Date 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ 3<sup>rd</sup> \_\_\_\_\_

Fee: Amount: \_\_\_\_\_ Check#/Cash \_\_\_\_\_ Lock Box \_\_\_\_\_

RECEIVED:
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**Inspection Fee**

\$70 Annually / Change of tenant; includes 1 re-inspection; add'l inspections to obtain passing CO \$50 each

**Landlord Registration Fee**

\$50 Annually 1-5 Units

\$100 Annually 6-10 Units

\$175 Annually 11-25 Units

\$250 Annually 26+