



RENTAL CERTIFICATE OF OCCUPANCY 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. ()

***** A COPY OF THE OWNER OR DESIGNATED AGENT DRIVERS LICENSE REQUIRED *****

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 Certificate of Occupancy (C.O.) 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 C.O. 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: [REDACTED] 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 _____