

TOWNSHIP OF TOMS RIVER
HOUSING & PROPERTY MAINTENANCE
33 WASHINGTON STREET
PO BOX 728, TOMS RIVER, NJ 08754-0728
732-341-1000, EXT 8440 // (FAX) 732-286-3814

RENTAL REGISTRATION AND CERTIFICATE OF OCCUPANCY APPLICATION

MINIMUM FIVE (5) DAYS NOTICE IS REQUIRED FOR AN INSPECTION APPOINTMENT
MINIMUM TEN (10) DAYS NOTICE IS REQUIRED FOR AN INSPECTION APPOINTMENT FROM 5/1 TO 7/15
ORDINANCE #4563-17, CHAPTER 335-2(H)

INSPECTION FEE \$150.00 – PER UNIT REINSPECTION FEE if unit fails - \$50.00 AMENDED REGISTRATION FEE \$50.00

MAKE CHECK PAYABLE TO TOWNSHIP OF TOMS RIVER

THIS FORM MUST BE FILLED OUT WITH BLOCK, LOT, NAME & ADDRESS FOR EACH RENTAL UNIT AND THE DATE UNIT WILL BE READY FOR INSPECTION. THIS FORM MUST BE SUBMITTED TO THE HOUSING/PROPERTY MAINTENANCE OFFICE WITH THE FEE OF \$150.00. AN ADDITIONAL FEE OF \$50.00 WILL BE CHARGED FOR EACH REINSPECTION REQUIRED. (A COURTESY GUIDELINE LIST IS AVAILABLE TO ASSIST YOU FOR PREPARATION OF INSPECTION. PLEASE USE THIS LIST TO REDUCE THE CHANCE OF REINSPECTION).

ALL PROPERTY OWNERS MUST COMPLETE A “LANDLORD REGISTRATION” FORM FOR EACH CHANGE OF TENANTS WITH THE TOWNSHIP OF TOMS RIVER CLERK’S OFFICE.

Non-Seasonal Rentals. Certificates of Occupancy are valid for a three-year period, effective January 1 the calendar year issued, and expiring on December 31 of third year following, unless there is a change in occupancy or ownership during the three-year term, in which case the premises must be re-inspected and receive a new certificate of occupancy.

Seasonal/Short-term Rentals (Barrier Island only). Certificates of Occupancy are valid for a one-year period, effective January 1 through December 31 of the calendar year issued, unless there is a change in ownership during the one-year period, in which case the premises must be re-inspected and receive a new certificate of occupancy. A new certificate of occupancy is not required for a change in occupancy or tenancy of a seasonal/short-term rental. Seasonal rentals do not require a heat source if only rented between May 15 and September 15. Any attempts to rent outside this time frame will be considered a violation and can result in the Rental Certificate being rescinded.

A rental Certificate of Occupancy is not an approval for any zoning, use, fire or building code requirements, and you must check with those township departments to determine if additional approvals are necessary.

Please check appropriate items, which apply to your rental:

WATER SUPPLY:	CITY	WELL	**SEE NOTE
TYPE OF RENTAL:	SEASONAL	YEAR ROUND	
	FURNISHED	UNFURNISHED	

****NOTE:** IF WELL WATER, OCEAN COUNTY HEALTH DEPT. WATER ANALYSIS CERTIFICATION IS REQUIRED WITH APPLICATION.

ALL UTILITIES (GAS, WATER & ELECTRIC) MUST BE ON, INCLUDING APPLIANCES & CIRCUIT BREAKERS PRIOR TO THE INSPECTION OR A FIFTY (\$50.00) REINSPECTION FEE WILL BE CHARGED.

EVERY UNIT MUST HAVE A SMOKE ALARM ON EACH LEVEL & CARBON MONOXIDE DETECTOR WITHIN 10’ OF A SLEEPING AREA. TOTAL ELECTRIC UNITS WITH NO GARAGE OR GAS DO NOT REQUIRE A C.O. DETECTOR.

RENTAL PROPERTY ADDRESS: _____

NAME OF CONDOMINIUM: _____

BLOCK: _____ LOT: _____ QUAL: _____ BLDG # _____ APT # _____

OWNER’S NAME: _____ PHONE #: _____

OWNER’S ADDRESS: _____ TOWN: _____ STATE/ZIP _____

OWNER’S EMAIL ADDRESS: _____

RENTAL AGENT: _____

AGENT’S ADDRESS: _____ PHONE #: _____

DATE TO BE INSPECTED (WEEKDAYS ONLY): _____

NO TIME WILL BE GIVEN FOR INSPECTION. INSPECTION WILL BE MADE BETWEEN 10:00 AM AND 4:00 PM, MONDAY THROUGH FRIDAY EXCEPT FOR HOLIDAYS. **OWNER OR REPRESENTATIVE MUST BE PRESENT AT TIME OF INSPECTION.**

PLEASE CHECK: OWNER PRESENT:

RENTAL AGENT PRESENT:

LAST C.O.#: _____ DATE ISSUED: _____

RENTAL REGISTRATION NUMBER (IF ONE HAS BEEN ASSIGNED PREVIOUSLY): _____

DESIGNATED OCEAN COUNTY MANAGING AGENT: _____

ADDRESS: _____

PHONE: _____ FAX: _____ EMAIL: _____

NAME OF TENANT(S): _____

BOCA NATIONAL PROPERTY MAINTENANCE CODE DETERMINES IF REQUESTED OCCUPANCY LOAD IS ACCEPTABLE.

REQUESTED NUMBER OF OCCUPANTS: _____ NUMBER OF SLEEPING BEDROOMS: _____

IDENTIFY EACH BEDROOM BY SIZE AND LOCATION:

335-14. Occupancy Limits

Rental units registered and certified for occupancy pursuant to this Article are subject to the maximum occupancy limits set forth in this subsection, which may be adjusted downward based on acceptable means of egress. The occupancy limit as computed pursuant to this subsection shall be documented on the Certificate of Occupancy.

A. Every room occupied for sleeping purposes by one occupant shall contain at least 70 square feet of floor area with dimensions of 7 lineal feet, and every room occupied for sleeping purposes by more than one person shall contain at least 50 square feet of floor area for each occupant thereof.

- | | |
|----------------|-----------------|
| 1. Size: _____ | Location: _____ |
| 2. Size: _____ | Location: _____ |
| 3. Size: _____ | Location: _____ |
| 4. Size: _____ | Location: _____ |
| 5. Size: _____ | Location: _____ |

READ THE FOLLOWING STATEMENTS:

PROOF THAT THE PROPERTY IS PROPERLY INSURED MUST BE ATTACHED TO THIS APPLICATION.

RENTAL REGISTRATION MUST BE RENEWED EVERY THREE YEARS FOR YEAR-ROUND RENTALS.

RENTAL REGISTRATION MUST BE RENEWED EVERY YEAR FOR SEASONAL RENTALS.

RENTAL REGISTRATION NUMBER ASSIGNED MUST BE USED IN ALL ADVERTISEMENTS. ADVERTISING WITHOUT A RENTAL REGISTRATION NUMBER WILL RESULT IN A VIOLATION BEING ISSUED.

REGISTRATION FEES ARE NON-REFUNDABLE.

THIS FORM MUST BE COMPLETED IN FULL AND ALL REQUIRED DOCUMENTS ATTACHED PRIOR TO THE INSPECTION FOR CERTIFICATE OF OCCUPANCY. AFTER THE INSPECTION IS PERFORMED, ONLY THEN WILL A RENTAL CERTIFICATE OF OCCUPANCY BE ISSUED. IF THE RENTAL IS OCCUPIED WITHOUT A CERTIFICATE OF OCCUPANCY, THE PROPERTY OWNER WILL BE IN DIRECT VIOLATION OF ORDINANCE 4563-17 AND A SUMMONS WILL BE ISSUED.

I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS:

Landlord/Agent

Date

OWNER OR REPRESENTATIVE MUST BE PRESENT AT TIME OF INSPECTION.

OFFICIAL USE:

DATE RECEIVED: _____ CHECK #: _____ C.O. #: _____

WALK IN: _____ MAIL IN: _____ PORTAL: _____