



Borough of Clementon
101 Gibbsboro Road
Clementon, NJ 08021
Housing Inspector
856-783-0284 ext. 127

Rental Property Reminders

1. Rental registrations and fees required annually. They are due in January, and a \$20 surcharge will be added for each additional month turned in late.
2. All municipal taxes, water/sewer charges, other municipal assessments must be current when the rental registration application is turned in.
3. Registration application forms must be complete with all questions answered, fees paid, floor plan attached, sleeping room list and tenant list attached.
4. A copy of the annual rental registration must be provided to your tenants.
5. Rental properties must have an approved certificate of occupancy inspection prior to becoming occupied.
6. Every change of occupant requires a certificate of occupancy inspection.
7. Only occupants whose names are listed on the attached tenant list are permitted to live in rental unit.
8. Periodic interior and exterior inspections will be done on all rental properties to ensure health, safety and welfare of occupants and general public.
9. Owners or occupants shall give the inspecting officer free access to the rental unit at all reasonable times.
10. Owners and occupants will be notified of any violations found and given adequate time to comply.
11. Activities/actions/events/conduct occurring in/on the premises of a rental property, from a tenant/animal/guest; the landlord/owner is responsible/liable.
12. It is advised that landlords/owners inspect the inside and outside of their rental properties regularly to ensure everything is in compliance.
13. It is advised that landlords/owners become familiar with the New Jersey State Housing Code 5:28 and any other N.J. statutes pertaining to rental properties.
14. It is advised that landlords/owners become familiar with the Borough of Clementon's ordinances found within the following chapters:
 - Ch. 34 – Housing Authority.
 - Ch. 91 – Unsafe Buildings.
 - Ch. 96 – Certificates of occupancy for rental properties.
 - Ch. 155 – Housing Standards.
 - Ch. 214 – Property Maintenance.
 - Ch. 220 – Rental Properties



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Landlord Identity Registration Statement (N.J.S.A. 46:3 – 28)

The following information shall be submitted for all tenant-occupied properties in the Borough of Clementon for year _____

Location of Property in Clementon		
Name of Property Owner		
Address of Property Owner		
Phone Number of Property Owner		
Property Manager Name		
Property Manager Phone Number(s)		
Mortgage Holder Information		
Insurance Company Information		
Dated:	Signature	
	Please print	

Please complete and return to:

Borough of Clementon, Code Enforcement Office, 101 Gibbsboro Road, Clementon, NJ 08021

This form may be photocopied for additional properties



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Landlord Registration Application

YEAR: 20 __ __

Section A: General (Multi-family complexes only need to complete general section once, but must complete section B for each unit.) Number of units in building: _____

1. Rental Property Address			
		<i>Street address, city, State, Zip Code</i>	
2. Owner Information: In cases of partnership or corporation, list information on all names of general partners, corporate offices, and registered agent.			
Name			
Address			
Phone			
Email			
Record Owner is a Corporation:		<input type="checkbox"/> Yes <input type="checkbox"/> No	Record Owner is a Partnership: <input type="checkbox"/> Yes <input type="checkbox"/> No
Registered Agent			
		<i>Name</i>	<i>Street Address, City, State, ZIP Code</i>
<i>Phone</i>		<i>Fax</i>	<i>Emergency Phone</i>
3. Manager/Local Contact Information: If owner is not a resident of Clementon, NJ, please provide authorized individual information for acceptance on notices from tenant, to issue receipts; therefore, and accept/contract service of process on behalf of the record owner:			
<i>Name</i>		<i>Street Address, City, State, ZIP Code</i>	
<i>Phone</i>		<i>Fax</i>	<i>Emergency Phone</i>
4. Superintendent/Janitor/Custodian or other Individual to provide repetitive maintenance:			
<i>Name</i>		<i>Street Address, City, State, ZIP Code</i>	
<i>Phone</i>		<i>Fax</i>	<i>Emergency Phone</i>
5. Owner's Emergency Representative – In absence of owner/agent in time of an emergency, who is authorized to make emergency decisions regarding this rental unit?			
<i>Name</i>		<i>Street Address, City, State, ZIP Code</i>	
<i>Phone</i>		<i>Fax</i>	<i>Emergency Phone</i>
6. Mortgage Holder Info – List all holders of recorded mortgages on this rental property			
Name			
Address			
Block		Lot	



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Landlord Registration Application, continued

Section B: Unit Information: Unit No _____

7. Number of sleeping rooms in this unit: _____	Additional requirement note: A floor plan shall be attached to this form. Plan need not be to scale.
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8. Names of ALL current occupants of this unit:

9. Unit utilities information as provided by lease agreement: Select Yes **OR** No

	Heat	Electric	Water	Sewer	Yard Maintenance
Owner:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Tenant:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Fuel Dealer's Name (if applicable): _____					
Address: _____					
Phone: _____				Grade	_____
10. Date of Last CO Inspection:	Month: _____	Day _____	Year _____		
11. Owner/Agent Certification	I hereby certify that all the above information is true to the best of my knowledge and belief. I am aware that if the foregoing information is willfully false, that I am subject to penalties and criminal prosecution.				
12.					
Date:	Owner/Agent Signature(s):				
Date:	Owner/Agent Signature(s):				
Date:	Owner/Agent Signature(s):				

*****Note*****Every property owner is required to submit a landlord registration. Amendments to the application are required to be filed pursuant to this article within (20) twenty days after any change in the information. No additional fee shall be required for the filing of an amended registration form. A new license application must be completed when a property is sold. Failure to comply with the above will render this application incomplete and not in compliance with Chapter 220 entitled, "Rental Properties," an Ordinance of the Borough of Clementon.

FOR OFFICIAL USE ONLY				
Date Applied:		Fee		<input type="checkbox"/> Cash <input type="checkbox"/> Check#
Taxes Due	Yes No			
Utility Due	Yes No			
Assessments Satisfied	Yes No			
Maximum number of occupants allowed for unit				
			Block	Lot



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