



**LANDLORD IDENTITY AND RENTAL UNIT REGISTRATION FORM**

**SECTION 1 - RENTAL PROPERTY INFORMATION**      BLOCK: \_\_\_\_\_      LOT: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_      UNIT: \_\_\_\_\_

HEATING SOURCE:     Natural Gas     Electric     Propane     Fuel Oil

The building is heated by fuel oil, but the landlord does not furnish heat

**SECTION II - OWNER INFORMATION (WE DO NOT ACCEPT A P.O. BOX AS OWNER ADDRESS)**

OWNER NAME: \_\_\_\_\_

OWNER PHYSICAL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

(MAILING ADDRESS MAY BE A P.O. BOX)

CELL PHONE # \_\_\_\_\_      LANDLINE # \_\_\_\_\_

E-MAIL: \_\_\_\_\_

OWNER IS NOT A CORPORATION/LLC/LLP

If owner is a Corporation/LLC/LLP, please list the names and addresses of the registered agent and corporate officers. We do not accept a P.O. Box as owner address

NAME: \_\_\_\_\_      ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_      ADDRESS: \_\_\_\_\_

NAME: \_\_\_\_\_      ADDRESS: \_\_\_\_\_

If owner of record is located outside of Camden County, provide the name, address, telephone and fax number of a person who resides in Camden County and is authorized to accept notices from a tenant, issue receipts for those notices and to accept service of process on their behalf below:

NAME: \_\_\_\_\_      EMAIL: \_\_\_\_\_

CELL PHONE #: \_\_\_\_\_      LANDLINE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**SECTION III - MANAGING AGENT INFORMATION (WE DO NOT ACCEPT A P.O. BOX AS AGENT ADDRESS)**

THERE IS NO MANAGING AGENT/COMPANY

SEND ALL MAIL TO MANAGING AGENT/COMPANY

MANAGING AGENT/CO. NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL #: \_\_\_\_\_      LANDLINE #: \_\_\_\_\_      FAX #: \_\_\_\_\_

**SECTION IV - TENANT INFORMATION**

NAME ON LEASE: \_\_\_\_\_

TENANT CELL #: \_\_\_\_\_      TENANT LANDLINE #: \_\_\_\_\_

TERM OF LEASE/RENTAL AGREEMENT: \_\_\_\_\_ TO \_\_\_\_\_

NAME OF AUTHORIZED PERSONS TO OCCUPY UNIT (MINORS MUST HAVE NAME & BIRTHDATE)

\_\_\_\_\_  
BIRTHDATE: \_\_\_\_\_

\_\_\_\_\_  
BIRTHDATE: \_\_\_\_\_

\_\_\_\_\_  
BIRTHDATE: \_\_\_\_\_

\_\_\_\_\_  
BIRTHDATE: \_\_\_\_\_

\_\_\_\_\_  
BIRTHDATE: \_\_\_\_\_

**SECTION V - SMOKE AND CARBON MONOXIDE DETECTORS**

Smoke detectors/alarms shall be installed on every floor of the unit, including the basement, but excluding the attic. Smoke detectors/alarms must be mounted correctly and functioning properly.

Carbon monoxide detector(s) should be installed within ten feet, on the same floor of all sleeping areas, in units that have fuel burning appliances or attached garages. All detectors must not be more than ten (10) years old per NFPA 72:10.4.7

**SECTION VI - SUBMISSION CHECKLIST**

1. **NUMBER OF SLEEPING ROOMS:** \_\_\_\_\_
2. **FLOORPLAN OF THE UNIT** - shall depict the dimensions and location of each room in the unit. No space shall be used for sleeping purposes which has not been so designated as a sleeping area on the floor plan provided and in accordance with the township code. No floorplan is required if it has been previously submitted and is on file.
3. **WELL WATER TEST** - must have a water test less than five (5) years old on file and a copy must be provided to the new tenants in accordance with the private well testing act, N.J.S.A. 58:12A-23 ET SEQ (See [HTTP://WWW.NJ.GOV/DEP/PWTA](http://www.nj.gov/dep/pwta))
4. **INSPECTION FEES PURSUANT TO TOWNSHIP OF WINSLOW CODE, SECTION 211-15:**
  - a. **INITIAL AND ANNUAL INSPECTIONS:**
    - i. \$117.00 per unit for rental facilities with one (1) to five (5) units per building
    - ii. \$107.00 per unit for rental facilities with six (6) to twenty (20) units per building; and
    - iii. \$97.00 per unit for rental facilities of more than twenty (20) units per building.
    - iv. INSPECTION FEE IS DUE AT TIME OF REGISTRATION. Payable by check, money order, credit card (in person) or cash.
  - b. **RE-INSPECTIONS:**
    - i. \$40.00 for the first re-inspection
    - ii. \$80.00 for the second re-inspection; and
    - iii. \$125.00 for each subsequent re-inspection
  - c. **CHANGE IN TENANCY/CHANGE IN OWNERSHIP** - during the licensing period, if there is a change in tenants or ownership, it is required that a new registration application is filed and the above fees are applicable.
  - d. **MAIL YOUR APPLICATION AND INSPECTION FEE TO:**     **ATTN: HOUSING INSPECTIONS**  
**WINSLOW TOWNSHIP**  
**125 SOUTH ROUTE 73**  
**BRADDOCK, NJ 08037**

By signing this form, you are certifying that all the information provided is accurate and that the provisions for smoke and carbon monoxide detectors have been met.

X  
\_\_\_\_\_  
SIGNATURE OF LANDLORD/AGENT

\_\_\_\_\_  
DATE

**FOR OFFICE USE ONLY:**

REGISTRATION # \_\_\_\_\_ LICENSE YEAR: \_\_\_\_\_ INSPECTION FEE \$ \_\_\_\_\_  
 FEES REC'D BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 CASH      CHECK/MONEY ORDER # \_\_\_\_\_  
 CREDIT CARD

INSPECTION DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ LOCKBOX CODE: \_\_\_\_\_