

TOWNSHIP OF SOUTHAMPTON
OFFICE OF CONSTRUCTION, ZONING & CODE ENFORCEMENT
5 Retreat Road
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RESIDENTIAL RENTAL APPLICATION/REGISTRATION

Address of the rental unit: _____

Number of Rental Units: _____ Block _____ Lot _____

Name of Property Owner: _____

Address of Property Owner: _____

Home phone number: _____ Work _____ Cell _____

If the address of any record owner is not located in the Township of Southampton or in the County, please provide the name, address and telephone number of the person authorized to accept notices from the Township or a tenant to issue receipts therefrom and to accept services of process on behalf of the record owner:

Name, address and telephone number of a superintendent, janitor, custodian or individual employed by the owner or agent to provide regular maintenance service.

Name, address and telephone number of an individual representative of the owner or agent or the owner, if domiciled in Camden County, who may be reached or contacted at any time in the event of an emergency affecting the property.

Name and address of all holders, of recorded mortgages on the property.

If fuel oil is used to heat the building, please provide the name and address of the fuel oil dealer

As to each rental unit, the exact number of sleeping rooms contained in the rental unit.

Name and phone number of tenant (s): _____

The number of total occupants for the rental unit: _____
Number of children attending school from kindergarten through 12th grade: _____
Any other person under the age of 18 years old: _____

Each rental unit shall be inspected before every initial occupancy, change in occupancy and/or change in the number of occupants. The owner shall be required to obtain a Certificate of Compliance in accordance with this section before any occupancy shall be permitted.

At the time of the filing of the registration form and prior to the issuance of a license, the owner/agent must pay a fee in accordance with the following:

An annual registration fee (which includes the annual inspection) will be as follows:

Per Rental Unit \$50.00

Re-Inspection Fee Per Unit \$25.00

The maximum number of occupants shall be posted in each rental unit.

Provide tenant with proof of a satisfactory inspection in accordance with N.J.S.A. 46:8-28 & 46:8-29. (each rental unit shall be inspected before any initial or change of occupancy and a Certificate of Compliance issued before any occupancy shall be permitted)

A copy of Municipal Ordinance 8-8 is available in the Construction Office for your review.

Landlord or Authorized Representative

Date