

**TOWNSHIP OF MULLICA**

4528 White Horse Pike, Mullica Township  
PO Box 317  
Elwood, NJ 08217  
609-561-7070 ext: 117  
NERWIN@MULLICATOWNSHIP.ORG

**RENTAL APPLICATION FOR EXISITING STRUCTURE**  
**CERTIFICATE OF OCCUPANCY**

YEAR BUILT: \_\_\_\_\_ REGISTRATION # \_\_\_\_\_

DATE: \_\_\_\_\_ LOCK BOX # \_\_\_\_\_

INSPECTION ADDRESS: \_\_\_\_\_ BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_

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

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

CITY: \_\_\_\_\_ CITY: \_\_\_\_\_

STATE/ZIP: \_\_\_\_\_ STATE/ZIP: \_\_\_\_\_

PHONE/EMAIL: \_\_\_\_\_ PHONE/EMAIL: \_\_\_\_\_

HEATING:       GAS     ELECTRIC     OIL     PROPANE

CONSTRUCTION:  WOOD FRAME     MASONRY     STEEL FRAME     BASEMENT     GARAGE

POOL    \_\_\_\_\_ SHEDS    \_\_\_\_\_ BEDROOM(S)    \_\_\_\_\_ BATHS(S)

**THE FOLLOWING INFORMATION WILL BE NEEDED IN ORDER TO PROCESS YOUR CERTIFICATE OF OCCUPANCY:**

- 1. COPY OF LEASE
- 2. COPY OF APPROVED WATER AND SEPTIC

FEE:    \$75.00

**FOR TOWNSHIP OFFICIAL: DO NOT WRTIE BELOW**

PAYMENT: CASH \_\_\_\_\_ CHECK # \_\_\_\_\_ AMOUNT: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

SCHEDULED INSPECTION: \_\_\_\_\_     PASSED     FAILED

**LANDLORD IDENTITY REGISTRATION STATEMENT  
ONE AND TWO-UNIT DWELLING REGISTRATION FORM**

The form of the certificate of Registration to be filed with the municipal clerk and distributed to tenants by owners or non-owner occupied one and two unit dwellings shall be substantially as follows:

(1) Property Address:

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(2) The names and addresses of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

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(3) If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:

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Record owner is not a corporation.

(4) If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner(s) is as follows:

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The addresses of all record owners in the county in which the dwelling is located:

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(5) The name and address of the managing agent is as follows:

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There is no managing agent.

(6) The name and address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:

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There is no superintendent, janitor, custodian or other person employed to provide regular maintenance service.

(7) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

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(8) The names and addresses of all holders of recorded mortgages on the property are as follows:

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There is no recorded mortgage on the property.

(9) If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

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The building is not heated by fuel oil

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

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Date Landlord or Authorized Representative

**SEND COMPLETED FORMS TO TENANTS AND TOWNSHIP OFFICIAL**

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### **GUIDELINE FOR MAINTENANCE CODE CERTIFICATE INSPECTION**

#### **ENVIROMENTAL:**

1. SANITATION: ACCUMULATION OF RUBBISH OR GARBAGE
2. GRADING AND DRAINAGE OF PROPERTY
3. INSECT AND RODENT HARBORAGE

#### **EXTERIOR OR STRUCTURE CONDITION:**

1. FOUNDATIONS: SEVERE CRACKS OR HOLES
2. EXTERIOR WALLS: ROTTEN WOOD OR HOLES, WATER PENETRATION
3. EXTERIOR MAINTENANCE OF STRUCTURE: PAINT OR SIDING
4. ROOFS: DETERIORATING SHINGLES, LEAKS OR DAMPNESS PENERTRATING
5. DRAINAGE: GUTTERS, DRAIN PIPES OR PROPER ROOF SLOPES
6. STAIRS, LANDINGS, DECKS AND RAILINGS- TIGHT AND SOUND
7. DOOR HARDWARE: EXTERIOR DOOR HINGES, LOCKS AND FRAME
8. EXIT DOORS: ABLE TO BE OPERATED EASILY
9. BASEMENT WINDOWS: PROTECTED AGAINST ENTRY OR RODENTS
10. 3" NUMBERS MOUNTED TO FRONT OF BUILDING CONTRASTING COLOR

#### **INTERIOR OF STRUCTURE CONDITIONS:**

1. STRUCTURAL MEMBERS: FLOOR JOISTS TO BE STRUCURALLY SOUND
2. INTERIOR STAIRS AND RAILINGS: STRUCURALLY SOUND AND SECURE
3. FLOORS: BATHROOM TO BE WATER PROOF, OTHER FLOORS TO BE SOUND
4. SANITATION: CLEAN AND SANITARY CONDITONS
5. INSECT AND RODENT HARBORAGE: IN HOUSE, BASEMENT NAD CRAWL SPACE
6. MAINTENANCE OF INTERIOR: WALLS, CEILINGS, COUNTERS, ETC.
7. KITCHEN: MUST HAVE **AN APPROVED LISTED 2A-10BC FIRE EXTINGUISHER, NOT MORE THAN 10LBS**
8. LEAD: CERTIFICATE OF APPROVAL IF BUILT BEFORE 1978

#### **SANITARY AND HEATING REQUIREMENTS:**

1. SANITARY FACILITIES: SINKS, TOILETS, BATHS, ETC.
2. WATER HEATER: PROPER WORKING ORDER
3. HEATING FACILITIES: PROPER WORKING ORDER
4. SEPTIC SYSTEM: PROPER CERTIFICATION
5. WELL: LABORATORY CERTIFIED

#### **LIGHTING AND VENTILATION:**

1. NATURAL LIGHT: AT LEAST ONE WINDOW PER HABITABLE ROOM
2. ELECTRICAL OUTLETS AND WALL SWITCHES-MUST BE FUNCTIONAL
3. GFI: KITCHEN AND BATHROOM
4. VENTILATION: WINDOWS MUST BE OPERABLE OR TOHER ADEQUATE VENTING
5. SMOKE DETECTORS: MUST BE FUNCTIONAL-ONE (1) FOR EACH LEVEL WITH 10' OF SLEEPING AREA.
6. CARBON MONOXIDE DETECTORS: MUST BE FUNCTIONAL-ONE (1) FOR EACH LEVEL WITH 10' OF SLEEPING AREA
7. CEILING FIXTURES: MUST BE PROPERLY ATTACHED OR COVER PLATES

**\*NOTE\*:** ABOVE REQUIREMENTS MAY BE ADDED TO BY DISCRETION OF INSPECTION IF APPLICABLE. UPON THE DISCRETION OF THE CODE INSPECTOR, A CONDITIONAL CERTIFCATE OF OCCUPANCY MAY BE GRANTED WITH PROVISIONS THAT THE NECESSARY MINOR VIOLATIONS BE CORRECTED WITHIN 90 DAYS OF THE SALE OF THE PROPERTY.