

NEW ORDINANCES FOR JACKSON NJ RENTALS

- ALL RENTALS BUILT 1978 AND PRIOR MUST HAVE A LEAD FREE OR LEAD SAFE CERTIFICATE
ONLY IF THIS HAS NOT BEEN SUBMITTED WITHIN THE LAST TWO YEARS
- ALL RENTAL PROPERTIES MUST SHOW A PHOTO ID THAT MATCHES THE NAME AND ADDRESS ON THE
LANDLORD REG AND CCO APPLICATION

- NOTHING CAN BE SUBMITTED WITHOUT THIS

NEW ORDINANCE FOR JACKSON NJ RENTALS

- ALL LANDLORD REGISTRATIONS WILL BE DUE ANNUALLY IN JANUARY AND EVERY YEAR THEREAFTER
YOU WILL HAVE 30 DAYS TO RENEW IN JANUARY - THERE WILL BE NO NOTICES MAILED



**TOWNSHIP OF JACKSON
CODE ENFORCEMENT & HOUSING
65 Don Connor Blvd.
MAILING ADDRESS: 95 W. VETERANS HWY.
JACKSON, NJ 08527
(732) 928-1200 x 1293/1295 FAX: (732) 833-0603**

HOUSING RENTAL INFORMATION SHEET

LANDLORD REGISTRATION/RENTAL CCO

(Checklist, Guidelines, Applications)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

1. Entire packet **MUST BE COMPLETE** including applications, payments, water/chimney/lead certificates, and all other paperwork listed before being accepted
2. Requirements for Landlord Registration application
 - a. A copy of the deed that is stamped and recorded by the Ocean County Clerk's Office
 - b. A floor plan, including dimensions (can be hand drawn)
 - c. A copy of the lease signed by tenant and landlord; if applicable
 - d. If you are no longer renting it is up to you to let us know or ***you will be subject to a penalty***
 - e. If the home was built before 1978, a lead certification is necessary; along with a separate check for \$20 that goes to the state of NJ
 - f. Photo ID of the owner and all addresses and names must match all paperwork
3. Requirements for Rental CCO Inspection application – CCO required any time tenancy changes
 - a. You are responsible for bringing the water/lead/chimney certification
 - b. Home must be empty to be inspected; if not, a Notice of Violation or Summons may be issued
 - c. Items on Housing Inspection Checklist must be met in order to pass (see list in packet)
 - d. Landlord Registration must be current
4. Fees
 - a. ***\$125 Landlord Registration – due every year in January***
 - b. \$100 CCO Inspection: if unit fails twice, a \$50 fee is due for 3rd inspection and thereafter
 - c. Checks to be made out to the Township of Jackson or credit card – NO CASH ACCEPTED

ANNUAL LANDLORD CERTIFICATE OF REGISTRATION APPLICATION

Landlord registration is required on all rental premises or units used for one-dwelling unit rental or a two-dwelling unit non-owner occupied premises the Landlord Registration Act (N.J.S.A. 46: 8-26 et seq). Within 20 days, the owner must file the appropriate registration statement with the Jackson Township Code Enforcement Office. The filing of this notice to the Code Enforcement office does not acknowledge rental of such property as legal use.

Must be filed with a fee of \$125.00 with the Jackson Township Code Enforcement Office, 95 W, Veterans Hwy., Jackson, NJ 08527 (mail address) / Physical Office location: 65 Don Connor Blvd.

1. Address of Premises Rented _____
Block _____ Lot _____

2. Name, address, phone number of the record owner of premises

Phone _____

_____ Emergency#
_____ Email

address: _____

3. Name, address and phone number of an individual representative of the record owner who may be reached or contacted at any time in the event of an emergency affecting the premises and who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection therewith and shall, at all times, have access to a current list of building tenants that shall be made available to emergency personnel as required in the event of an emergency.

Phone

Name, age phone number and/or email address of EACH adult occupant on the premises. MUST BE COMPLETED

1 Certify that the foregoing information provided by me is true & correct. I am aware that if any of the foregoing information is willfully false, I may be subject to punishment.

Name of Record Owner (Please Print)

Signature of Record Owner

Pursuant to the terms of NJSA 46:8-26 et seq. at the time of filing for an Annual Rental Certificate of Registration, the landlord shall provide each occupant or tenant in the premises with a copy of the Annual Rental Certificate of Registration. A copy of this information is also on file with the Jackson Township Code Enforcement Office.

After any change in the information required to be included, every landlord shall file an amended Annual Rental Certificate of Registration Application within 20 days of the change. Upon filing of an amendment to an Annual Rental Certificate of Registration, the landlord shall provide each occupant or tenant in the premises with a copy of amended Annual Rental Certificate of Registration within 7 days of filing.

Each rental unit shall be inspected upon each change in tenancy or occupancy or, where there is no change, at least every 3 years. No tenant shall occupy a rental unit where a Continued Certificate of Occupancy (CCO) has not been issued from the Jackson Township Housing Officer.

PLEASE NOTE:

-Photo ID must be presented upon registration or renewal

-Landlord Registration fee has been increased to \$125.00 annually

- If there are any changes in tenancy or ownership, new paperwork must be brought into the Code Enforcement office for processing

-Landlord Registration Renewals will be due in January of each year and not year-to-date, and will be considered late as of January 31st

-If the Landlord Registration Renewal is late, the fine schedule is as follows:

1. 1st offense \$500
2. 2nd offense \$750
3. 3rd offense \$1,000

Any home built 1978 or prior will require a Lead Certification

FOR OFFICIAL USE ONLY - DO NOT WRITE BELOW THIS LINE

CHECK# _____ CASH _____ AMOUNT PAID _____

DATE FILED _____

COLLECTED BY _____

AC/dn 2/24

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JACKSON, NJ 08527
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RENTAL CCO APPLICATION

INSPECTION FEE IS \$100 WHICH INCLUDES INITIAL INSPECTION AND ONE RE-INSPECTION. EACH ADDITIONAL REINSPECTION WILL BE \$50. FAILURE TO OBTAIN A CCO AND COMPLY WITH THE CODE OF THE TOWNSHIP OF JACKSON (CHAPTER 233, HOUSING STANDARDS), WILL BE SUBJECT TO A FINE OF UP TO \$500. CHECKS, CASH AND MONEY ORDERS ARE ACCEPTED. PAYMENT MUST ACCOMPANY APPLICATION. VOID AFTER SIX MONTHS.

BLOCK _____ LOT _____ TRACKING # _____
ADDRESS TO BE INSPECTED _____
NAME OF BUILDING OWNER _____
ADDRESS OF BUILDING OWNER _____
OWNER CONTACT PHONE NUMBER _____
AGENT/MGR NAME _____ AGENT/MGR PHONE # _____
AGENT/OWNER SIGNATURE _____
TENANT NAMES _____

FOR OFFICE USE ONLY

PUBLIC WATER _____ WELL WATER _____ WATER CERTIFICATE ATTACHED: YES _____ NO _____
CHIMNEY CERTIFICATE ATTACHED (IF REQUIRED): _____
YEAR HOME BUILT: _____ LEAD CERT ATTACHED: _____ STATE FEE \$20: _____ CHECK#: _____

1ST INSPECTION DATE: _____ TIME OF INSPECTION: _____ DATE NOTIFIED: _____
FAIL DATE: _____ PASS DATE: _____ INSPECTED BY: _____
2ND INSPECTION DATE: _____ TIME OF INSPECTION: _____ DATE NOTIFIED: _____
FAIL DATE: _____ PASS DATE: _____ INSPECTED BY: _____
3RD REINSERTION PAYMENT (\$50.00): CASH _____ CHECK# _____ VIOLATIONS LISTED: YES _____ NO _____
3RD INSPECTION DATE: _____ TIME OF INSPECTION: _____ DATE NOTIFIED: _____
FAIL DATE: _____ PASS DATE: _____ INSPECTED BY: _____
PAYMENT: CASH _____ CHECK # _____ RECEIPT# _____

NOTICE TO APPLICANT

Someone must be present if there are personal belongings within. No CCO will be issued with any open permits/violations, or if there is NO RESALE CCO. There is a 10 day window from the time of inspection to the issuance of a CCO.

TOWNSHIP OF JACKSON

CODE ENFORCEMENT

95 WEST VETERANS HIGHWAY, JACKSON, NJ 08527
(732) 928-1200 EXT 1293/1295 FAX (732) 833-0603

RENTAL INSPECTION CHECKLIST

GENERAL:

- **ALL UTILITIES** must be turned on and operable. THIS INCLUDES MAJOR APPLIANCES
- If you have a well, an Ocean Co. Board of Health Certificate is required and is good for 6 months (732) 341 -9700.
- Entrance stairs, platforms, decks and railings shall not be in disrepair. Stairs with 3 or more steps require railings.
- Double keyed deadbolt locks are prohibited.
- Smoke Detectors, must meet code requirements when structure was built, hardwire and battery backup. Housing units built prior to required code shall have one on each level and 10' from all sleeping areas
- Carbon Monoxide detector shall be installed outside the sleeping areas on all levels as per manufacturer's specs.
- Fire extinguisher shall be a 2A: 10B:C on site for inspection and left for the new occupant. It must be visible and located near an exit door within 10' of the kitchen. Mounting not required
- Exhaust fan is required for bathrooms without an operable window.
- Windows, skylights and sliders shall be operational without slamming shut. And furnished with screens (without holes).
- No walls shall have holes; walls shall be clean and painted if needed.
- House number shall be displayed on home and be at least 3-1/2" in size.
- Sump pump holes shall be covered.
- Dryers shall be vented only with metal vent connector. Plastic is prohibited.
- Chimney Certification is required for all solid fuel appliances and is good for 12 months. Coal/Wood/ZPellet
- Permits must be closed
- Property Maintenance issue (see note below)
- Flooring must be in good condition and carpets must be clean.
- Any home built prior to 1978 must have a lead free or lead safe certification

BASEMENT:

- Check the stairs, railings, guards and risers. Enclose open stairwells.
- Emergency shutoff switch needed for heating units.
- All disconnected gas or oil lines shall be capped closed if not in use.

GARAGE:

- Door for garage/dwelling separation shall not be less than a minimum of 1-3/8" solid core door.
- Garage scuttle access or fold-down stairs shall be closed to the attic space.
- Overhead garage doors shall be operational.

PLUMBING:

- Check under all sinks for leaks. Bathrooms shall be operational. No flex pipe allowed.
- Tap water, hot & cold shall be operational. Hot must be located on the left side.
- Safety valve on the hot water heater shall be present and piped to within 6" of the floor.

ELECTRICAL:

- All switches and receptacles shall have their cover plates in place.
- Any outlet within 6' of a sink shall be GFCI protected.
- There shall be no open electrical boxes, exposed wiring or slots within a panel box.
- Outside electrical service to meter pan

MOBILE HOMES:

- Dwelling shall be tied down in place. Heat tape shall be in good condition.
- Skirting must be off at heat tape and tie down locations for inspection.
- Letter from Park Management is required.
- Dryer shall be vented to the exterior of the skirting with metal vent connector only.

'X' indicates failure and must be abated.