



**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 PACKET**  
**LANDLORD REGISTRATION/RENTAL CCO**  
(Checklist, Guidelines, Applications)

***INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED***

1. Entire packet **MUST BE COMPLETE** including applications, payments, water/chimney 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
  - d. Any open permits and violations must be closed with all township departments
  - e. Landlord registration is due annually (year-to-date) ***NO REMINDER WILL BE SENT***
3. Requirements for Rental CCO Inspection application
  - a. You are responsible for bringing the water certification and/or 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. \$100 Landlord Registration
  - b. \$100 CCO Inspection: if unit fails twice, a \$50 fee is due for 3<sup>rd</sup> inspection and thereafter
  - c. We only accept cash or checks made out to the Township of Jackson

# 2022 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 per 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 \$100.00 (payable to Jackson Township) 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 \_\_\_\_\_ Single Family \_\_\_\_\_ Two-Dwelling Unit \_\_\_\_\_

2. Name, address, phone number of the record owner of premises (include partners/corporate officers). If the address is not located in the United States, the name and address of a person who resides in or has an office in the United States who is authorized to accept notices from a tenant and to issue receipts therefore, and to accept services of process on behalf of the record owner.

\_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_ Emergency # \_\_\_\_\_  
Email address: \_\_\_\_\_

3. Name and address of the managing agent of the premises and/or any superintendent, janitor, custodian or other individual employed by the record owner to provide maintenance service.

\_\_\_\_\_ Phone \_\_\_\_\_  
\_\_\_\_\_

4. 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 \_\_\_\_\_  
\_\_\_\_\_

5. Name, age, address/unit #, phone number and email address of EACH adult occupant on the premises. (MUST BE COMPLETED!!!)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Name and address of every holder of a recorded mortgage on the premises .

\_\_\_\_\_

7. Fuel Oil. If fuel oil is used to heat the building/premises and the landlord furnishes the heat in the building, the name and address of the fuel oil dealer servicing the building.

\_\_\_\_\_ Phone \_\_\_\_\_

**I 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

\_\_\_\_\_  
Date

Pursuant to the terms of NJSA 46:8-26 et seq. at the time of filing a 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 Certificate of Registration within 20 days of the change. Upon filing of an amendment to a Certificate of Registration, the landlord shall provide each occupant or tenant in the premises with a copy of amended 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.

**FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE**

CHECK # \_\_\_\_\_ CASH \_\_\_\_\_ CREDIT CARD \_\_\_\_\_ AMOUNT PAID \_\_\_\_\_

DATE FILED \_\_\_\_\_

COLLECTED BY \_\_\_\_\_ Maximum Occupancy \_\_\_\_\_



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RENTAL CCO**

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 \_\_\_\_\_ REFERENCE # \_\_\_\_\_

ADDRESS TO BE INSPECTED \_\_\_\_\_

NAME OF BUILDING OWNER \_\_\_\_\_

ADDRESS OF BUILDING OWNER \_\_\_\_\_

OWNER CONTACT PHONE NUMBER \_\_\_\_\_

AGENT/MGR NAME \_\_\_\_\_ AGENT/MGR PHONE # \_\_\_\_\_

AGENT/MGR SIGNATURE \_\_\_\_\_ TENANT NAME \_\_\_\_\_

TYPE OF WATER SUPPLY: PUBLIC WATER \_\_\_\_\_ PRIVATE WELL \_\_\_\_\_ ORIGINAL WHITE COPY OF THE WATER CERTIFICATE FROM THE OCEAN COUNTY BOARD OF HEALTH MUST BE SUBMITTED BEFORE THE CONTINUED CERTIFICATE OF OCCUPANCY IS ISSUED - WATER CERTIFICATE ATTACHED: YES \_\_\_\_\_ NO \_\_\_\_\_  
CHIMNEY CERTIFICATION ATTACHED (IF REQUIRED): YES \_\_\_\_\_ NO: \_\_\_\_\_

**FOR OFFICE USE ONLY**

1<sup>ST</sup> INSPECTION DATE: \_\_\_\_\_ TIME OF INSPECTION: \_\_\_\_\_ DATE NOTIFIED: \_\_\_\_\_

FAIL DATE: \_\_\_\_\_ PASS DATE: \_\_\_\_\_ INSPECTED BY: \_\_\_\_\_

2<sup>ND</sup> INSPECTION DATE: \_\_\_\_\_ TIME OF INSPECTION: \_\_\_\_\_ DATE NOTIFIED: \_\_\_\_\_

FAIL DATE: \_\_\_\_\_ PASS DATE: \_\_\_\_\_ INSPECTED BY: \_\_\_\_\_

3<sup>RD</sup> REINSPECTION PAYMENT (\$50.00): CASH \_\_\_\_\_ CHECK# \_\_\_\_\_ VIOLATIONS LISTED: YES \_\_\_\_\_ NO \_\_\_\_\_

3<sup>RD</sup> INSPECTION DATE: \_\_\_\_\_ TIME OF INSPECTION: \_\_\_\_\_ DATE NOTIFIED: \_\_\_\_\_

FAIL DATE: \_\_\_\_\_ PASS DATE: \_\_\_\_\_ INSPECTED BY: \_\_\_\_\_

LLR EXP DATE: \_\_\_\_\_ 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.



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**RENTAL INSPECTION CHECKLIST**

**GENERAL:**

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

**BASEMENT:**

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

**GARAGE:**

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

**PLUMBING:**

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

**ELECTRICAL:**

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

**MOBILE HOMES:**

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

'X' indicates failure and must be abated.

Date: \_\_\_\_\_ Code Officer: \_\_\_\_\_  
 Address: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_  
 Reference # \_\_\_\_\_ NOTES: \_\_\_\_\_