



CITY OF BURLINGTON
Code Enforcement Department
525 HIGH STREET
BURLINGTON, NJ 08016
(609) 386 - 0200 EXT. 142 OR 132
Inspections@burlingtonnj.us

Anthony Griffin
Supervisor of Code Enforcement
City of Burlington
Burlington, NJ 08016

Dear Property Owner/Landlord,

In accordance with the City of Burlington's Rental Registration ordinance number 195-29 each rental unit shall be registered annually and inspected upon each change in tenancy and biennially. The registration shall expire one year from the date of issuance. No rental unit shall be rented unless the rental unit is registered in accordance with this article. Registration of rental units' ordinance (#195-29B) all rental units within the City shall be registered. Such registration shall occur immediately and upon every change in occupancy. A landlord registration must be renewed annually. Landlord registrations are not transferable to other entities or parties. No rental unit shall be occupied by tenants unless a valid registration certificate has been issued by the City.

The enclosed application reflects the requirements of this Ordinance, included are the following:

1. Rental Registration Application Procedure
2. Contents of Registration Form Application; (as mandated by ordinance #195-30)
3. Fees due for initial registration and inspection
4. Tenant Change Inspection Application
5. New Tenant Property Survey Form (must be signed by tenant and landlord)
6. Tenant Screening reports; (as mandated by ordinance 195-29 section C)
7. Payment of taxes and other municipal charges
8. Registration requirements of all rental units
9. Multiple Dwelling Buildings requirement (3 or more habitable units)
10. Rental Housing Inspections Checklist
11. Anti-Tip bracket safety information

Fees to be charged for residential rental units pursuant to section 146-95 relating to Chapter 195 Housing Standards shall be as follows:

Residential rental unit fees:

Initial registration fee: \$100.00. Subsequent annual registration per unit: \$50.00

Certificate of compliance inspection/change of occupancy fee: \$100.00

Subsequent reinspection fee: \$150.00 (full inspection fee, plus \$100.00)

Reinspection fee: \$75.00

Multi-family dwelling rental inspection fee: \$100.00

Fee if inspector is not granted access to premises: \$100.00

Failure to show for appointment for inspection: \$100.00

Fees not paid shall be subject to a late fee as set forth in the fee schedule in Chapter 146. To view ordinance #195:27-44 in its entirety or to obtain additional applications online please visit <http://www.burlingtonnj.us> and click on forms or city ordinances.

Please complete all necessary forms along with a check or money order payable to the City of Burlington; Code Enforcement Department, 525 High Street, Burlington, NJ 08016. Upon filing of a completed registration form, payment of the prescribed fee, and a satisfactory inspection, the owner shall be entitled to the issuance of a registration commencing on the date of issuance and expiring on the same date of the next calendar year. A registration form shall be required for each rental unit, and a registration shall be issued to the owner for each rental unit, even if more than one rental unit is contained in the property. (Ordinance #195-36)

Note: Multiple Dwelling Buildings of 3 or more residential units, please provide a copy of your state registration form and expiration date.

It is advised to review the Copy of ordinance and code provided herein and make sure all items are addressed on the property. The inspection will hold to the letter of the Ordinance in every section. Failure will require a re-inspection prior to the license being issued. In many cases, not all, this means substantial attention must be paid to these units. From this point on this will be the procedure, no exceptions. All open permits must be closed. If there are any that require permits, they must be obtained and closed.

Respectfully,

Anthony Griffin

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Supervisor of Code Enforcement



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RENTAL REGISTRATION APPLICATION PROCEDURE

- A. **Contents of Registration:** Completely fill form out in its entirety. (as mandated by Ordinance #195-30 in accordance with the requirements of N.J.S.A. 46:8-28).
- B. **Fees:** Initial registration fee \$100.00. Certificate of compliance inspection and or/change of occupancy fee \$100.00. (made payable to the City of Burlington.)
- C. **Tenant Change Inspection Application:** Completely fill out application in its entirety with tenant(s) or prospective tenant(s) information. Incomplete applications could result in delayed scheduling of an inspection.
- D. **New Tenant Property Survey Form:** Landlord and tenant or head of household should conduct a preliminary walk-through prior to occupancy. This form must be signed by the tenant and owner/agent acknowledging they have read and understand the requirements of this form.
- E. **Tenant Screening Reports:** At each change of occupancy of any rental unit, the registered landlord of the rental unit shall conduct a tenant screening for the new inhabitants of the rental unit for each adult household member age 18 or older. No registration certificate shall be deemed complete unless proof of an adequate screening has been provided by a reputable screening company or organization.
- F. **Payment of Taxes and other municipal charges:** No rental unit may be registered and shall issue for any property containing a rental unit unless all municipal taxes, water and sewer charges and any other municipal assessments are paid on a current basis. (Ordinance #195-40)
- G. **Rental Registration:** A Rental housing Certificate of Occupancy inspection is required for all rental dwelling units whenever there is a change of occupancy and prior to occupancy.
- H. **Multiple Dwelling Units:** Multiple Dwelling Buildings with three (3) or more habitable units must be registered with the State of NJ Jersey. We require proof of registration submitted to our office for review. (Please see attached letter on instructions)
- I. **Rental Housing Inspection Check List:** Please use the list attached to reduce the chance of reinspection and the associated fees.

City of Burlington

525 High Street
Burlington, NJ 08016



Anthony Griffin
Supervisor of Code Enforcement
(609) 386 - 0200 ext. 146
Email: agriffin@burlingtonnj.us

To: Realtors, Landlords, Property Managers, and Property Owners

All owners of Hotel and Multiple Dwelling buildings with three (3) or more habitable units must be registered with the State of New Jersey Division of Code & Standards/Bureau Housing Inspection according to **N.J.S.A.55.13A-1** of the Hotel & Multiple Dwelling Law and the city's ordinance under this same law.

The Bureau of Housing Inspection administers the New Jersey Hotel and Multiple Dwelling Law (N.J.S.A. 55:13A-1 et seq.) (hereafter called "The Act"). The Bureau is responsible for ensuring that hotels and multiple-family buildings of three or more dwelling units operating within the state of New Jersey are properly maintained and do not pose a threat to the health, safety, and welfare of their residents, nor the community in general.

Effective November 1, 2021, any unregistered Multiple Dwelling under this definition "**SHALL**" not be allowed to rent, lease, or occupy any rental unit for new tenancy unless **proof of the N.J State Registration has been submitted to the office of code enforcement for review.** **Please note:** All required state registrations must be posted in the communal area of the building or be readily available by phone request by the state inspectors or the local enforcing agency.

For further information on NJ's hotel and multiple dwelling registration and inspection requirements:

Phone: (609) 633-6216

Fax: (609) 633-6208

You may also access their online portal and register at:

www.nj.gov/dca/divisions/codes/offices/housinginspection.

Should you have any questions or concerns regarding this requirement please contact me at the number listed above.

Respectfully,

Anthony Griffin



CITY OF BURLINGTON

525 HIGH STREET
BURLINGTON, NJ 08016
(609) 386 – 0200 xt 142
www.inspections@burlingtonnj.us

Registration Requirements of all Rental Units

A Rental housing Certificate of Occupancy inspection is required for all rental dwelling units whenever there is a change of occupancy and prior to occupancy of the unit.

A Rental Housing Certificate of Occupancy inspection is required for all rental units whenever there is a change of occupancy. A Tenant Change inspection application is required for all rental units whenever there is a change of occupancy. Without in any way intending to infringe upon the requirements of N.J.S.A 46:8-28, all rental units shall be registered. Every owner shall file a **Registration form** in accordance with ordinance #195-30 contents of registration for each rental unit contained within a building or structure. Failure to register and obtain a Certificate of Occupancy for rental properties leaves landlords "unprotected" by NJ Statutes concerning Landlord/Tenant Disputes and is in violation of the City's requirements. Any disagreements involving unregistered or uninspected rental properties may pose a legal challenge and liability to property owners.

This **checklist** is provided as a courtesy and is not all-inclusive. There may be other items which may fail a unit inspection.

TENANTS ARE NOT PERMITTED TO MOVE-IN UNTIL APPROVAL IS GIVEN BY THE HOUSING INSPECTOR.

Please note the following guidelines in order to streamline the inspection process:

1. The landlord is responsible to prepare the property for inspection. All utilities must be turned on.
2. The unit must be vacant, empty and clean for inspection. It will not be inspected while the current tenant occupies it. Time must be allocated between tenants to have it prepared and pass inspection.
3. All rental units must pass the inspection prior to the tenant taking possession of the unit. "AS IS" lease clauses do not apply. An inspection can be done if you have a prospective tenant, however should there be a change in tenant please notify our office within twenty (20) days with the updated change in tenancy form.
4. In order to avoid a failed inspection as well as the re-inspection fee and the time delay, the list below must be reviewed and followed to ensure that the unit complies with all of the items listed.
5. The Rental Housing Certificate of Occupancy will be issued in the name of the tenant (s) and is valid for the time that the listed tenant occupies the unit. Each time the unit is vacated, the procedure for applying and scheduling an inspection prior to the incoming tenant taking possession of the unit must be followed.

FIRE & CARBON MONOXIDE SAFETY-THESE GUIDELINES MUST BE FOLLOWED PRECISELY

Smoke Alarms (120V hard-wired or 10-year sealed alarms) must be less than 10 years old. Manufacture date is on the back of each alarm. Alarm locations that are 120V hard-wired must have hard wired alarms installed at the following locations:

- On each story within the unit, including basements but not including crawlspaces and uninhabitable attics:
- Outside of any bedroom are within 10 feet of each bedroom;
- In each room that may be used for sleeping purposes.

Carbon Monoxide Alarms (hard-wired or battery) must be less than 10 years old and installed according to the manufacturer, in working order located within 10 feet of each room that may be used for sleeping purposes.

A Fire Extinguisher is required in houses, condominiums and townhomes. It shall be 2A:10B:C, rated for residential use and readily accessible within 10 feet of the kitchen, in plain sight, mounted no higher than 5 feet above the floor.

RENTAL HOUSING INSPECTIONS CHECK LIST

ALL PERMITS MUST BE CLOSED

This list is provided so that applicants can prepare for the Certificate of Approval for Continued Occupancy inspection. The inspector may require additional deficiencies corrected. When applying for a housing inspection, the following are the most common housing inspection violations. *Note: This list only represents common violations and does not include all inspection requirements.*

- All rooms must be clean and move in ready
- Remove exterior or interior trash & debris from property
- Repair/replace sidewalks, walkway, steps or driveway to avoid tripping hazards
- Remove high growth grass and weeds from the fence and curb line. Remove dead tree limbs.
- Cut and maintain grass during the season
- Repair/replace exterior exhaust vent covers
- Accessory structure (i.e., garages, fences, walls, etc.) must be maintained structurally sound and in good repair
- Exterior wood surfaces must be protected from the elements and free from decay
- Repair/replace missing or broken siding or shingles
- Scrape and paint any rusted or corroded metal surfaces
- Foundation walls must be plumb and free from open cracks and breaks
- Exterior walls shall be free from holes, loose or rotting materials
- Structural members must be maintained free from deterioration
- No openings to allow rodents & pest access to interior
- No openings in foundation walls to prevent rodent access to exterior
- Roofs and flashing must be free from defects
- Gutters and downspouts must be in good repair and free from obstructions
- Steps, stairways, decks and balconies shall be maintained structurally sound and in good repair
- Exterior and interior steps with three (3) or more risers require a graspable handrail
- Guard rails are required with a drop of 30 or more inches
- Chimneys must be maintained structurally sound and in good repair
- Windows must open easily and be held in an open position by the window hardware
- Operable windows must have tight fitting screens free from holes
- Exterior doors must be maintained in good condition and may not have key latch to exit dwelling
- Interior surfaces must be free from defects including chipping, flaking paint

- Doors must fit reasonably well within its frame, be free from defects and open and close easily
- If evidence of insect or rodent infestations exists – proof must be provided of proper extermination
- Bedrooms must have two (2) means of egress (i.e. 1 door & 1 window)
- Bathrooms and toilet rooms must be equipped with at least one (1) window or an approved mechanical ventilation system discharged appropriately to the outdoors
- Plumbing fixtures must be properly installed and maintained in a sanitary, working order and be free from defects
- Water heaters must be properly installed and capable of providing an adequate amount of water at a temperature not less than 120 degrees
- Water heaters must have bonding strap and pressure relief valve needs to extend 6" off the floor
- Drainage of roofs and other drainage sources must not be discharged in a manner that creates a public nuisance or within 8' of a neighboring property
- The heating supply must be properly installed and maintained in a safe working condition. Heating must remain on during the season between October 1 through May 1.
- All fuel burning appliances and equipment shall be clear of combustible material
- All electrical equipment, appliances and wiring must be properly installed and maintained in a safe approved manner
- Work completed on/in dwelling without obtaining appropriate permits will require permits be obtained and final inspections completed
- Appliances must be plugged into grounded outlet
- **Anti-Tip brackets must be installed on the rear of stove**
- GFCI outlets required kitchen sinks, utility sinks, bathrooms, sump pumps and exterior property

SMOKE DETECTORS AND EXTINGUISHERS

- Each level of a dwelling shall have an approved 10-year sealed battery smoke detector mounted according to manufacturer's directions. In dwellings and units in which hard wired smoke alarms exist the system must remain hardwired
- An approved 10-year sealed battery smoke alarm must be installed in each bedroom & 1 within 10 feet of every bedroom. A carbon monoxide (CO) must be installed outside each bedroom area within 10'
- Fire extinguisher required – no smaller than 2A-10BC, mounted with original hardware – within 10' of kitchen – on a way to escape route – not higher than 5' from floor – must be visible, not blocked by furniture or door