

CODE ENFORCEMENT
TOWNSHIP OF BRICK

401 Chambers Bridge Road, Brick, NJ 08723
PHONE: 732-262-1033 • FAX: 732-262-8954

OFFICE USE

Co. _____
DATE: _____
INITIALS: _____
REGISTERED: _____

Residential Rental Certificate of Occupancy Application:

Block: 927 Lot: 19 Qualifier: _____
Property Location: 608 Princeton Ave
Living Rm Sqft 144 Dining Rm Sqft — Kitch Sqft 90 Bath #1 Sqft 35 Bath #2 Sqft —
Bedroom #1 Sqft 108 Bedroom #2 Sqft 108 Bedroom #3 Sqft — Bedroom #4 Sqft — Den —
Tenant's Names (All Occupants): Raffaela Cioffi + Amelia Turri
Owner's Name: Michael W. Pede Phone #: 732 604 2299
Owner's Address: 8 Seville Dr City: Brick State: NJ Zip: 08723
Designated Agent: Michael Pede Phone #: _____
Agent's Address: same City: _____ State: _____ Zip: _____

IS THERE MORE THAN ONE DWELLING ON THE PROPERTY? (☒) YES • () NO
IS THIS A TWO-FAMILY HOUSE? (☒) YES • () NO IS THE RENTAL REGISTERED? (☒) YES • () NO
WATER SOURCE: CITY (☒) WELL () SEASONAL RENTAL () YES • (☒) NO
IS THERE A FIREPLACE? () YES • (☒) NO HAS TENANT MOVED IN? () YES • (☒) NO
DATE TO BE INSPECTED: 6/16/17 10AM - 12PM 1PM - 3PM

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN THE APPLICATION

The presence of the Owner, Realtor or Designated Agent is mandatory during the inspection. Someone must be available between the hours of 10:00 a.m. to 12:00 p.m. or 1:00 to 3:00 p.m., Monday through Friday. Two hour windows available only. NO exceptions!

This form must be completed in its entirety including the tenants name and date the rental unit is to be inspected. Kindly submit this form in person to the Code Enforcement Department *with* the inspection fee made payable to the Township of Brick (sorry, no faxed copies can be accepted).

For your convenience, our office supplies a list of guidelines to help you prepare the rental for inspection. Please review this list so re-inspections will not be necessary. *An additional fee shall be charged for each re-inspection that may be required because violations are found.* ALL FEES SHALL BE REMITTED TO THE OFFICE PRIOR TO THE INSPECTION. Remittance of fees by check or money order is preferred. Also there is an fee for failure to keep scheduled appointments without ample notification (24 hrs).

Anyone renting without a Certificate of Occupancy (C.O.) will be issued a summons and may face a penalty not to exceed two thousand dollars (\$2,000) and/or a term of imprisonment for a period not to exceed ninety (90) days. **NO tenant should occupy any rental unit prior to a C.O. inspection. NO rental inspection will be performed until ALL belongings of the previous tenant/owner are removed. No items belonging to the new tenant are to be on the premises prior to a passing inspection.**

Brick Township Ordinance #225-4 governs rental properties. A copy of this Ordinance may be obtained for a nominal fee from the Municipal Clerk's Office. All property owners must complete a Landlord Registration form with the Municipal Clerk's Office (N.J.S.A. 46:8-28). Rental units are inspected to insure compliance with the Property Maintenance Code adopted by the Township of Brick.

Signature: Michael Pede
(Owner, Realtor, or Designated Agent)

OFFICE USE ONLY:

REQUIREMENTS PAMPHLET GIVEN? (☒) YES () NO
IS APPLICATION COMPLETE? (☒) YES () NO

INSPECTION:

DATE REC'D: 6/15/17 RECEIVER: LIT () CHECK # _____ () MONEY ORDER # _____ CASH RECEIPT CASH
RESULT: () PASS () FAIL INSPECTOR: ED DATE: 6/19/17

1ST RE-INSPECTION

DATE REC'D: _____ RECEIVER: _____ () CHECK # _____ () MONEY ORDER # _____ CASH RECEIPT _____
RESULT: () PASS () FAIL INSPECTOR: _____ DATE: _____

2ND RE-INSPECTION

DATE REC'D: _____ RECEIVER: _____ () CHECK # _____ () MONEY ORDER # _____ CASH RECEIPT _____
RESULT: () PASS () FAIL INSPECTOR: _____ DATE: _____

3RD RE-INSPECTION

DATE REC'D: _____ RECEIVER: _____ () CHECK # _____ () MONEY ORDER # _____ CASH RECEIPT _____
RESULT: () PASS () FAIL INSPECTOR: _____ DATE: _____

