



TOWNSHIP OF WOOLWICH

120 VILLAGE GREEN DRIVE

WOOLWICH TOWNSHIP, NEW JERSEY 08085

856-467-2666

FAX: 856-467-3545

Dear Rental Property Owner:

1. Enclosed is a renewal registration and license application which must be completed for each rental unit owned at a specific location. ***All the items of the application must be completed in full or else it will be returned unprocessed and the unit will be considered unregistered. Any applications received after the grace period or returned once properly completed will be charged late fees.*** A boarding/rooming unit is considered to be one rental unit.
2. This renewal application must be completed in fill and returned to the office along with the required fee within 30 days of the date of this notice. Please attach additional sheets to the application if needed to fully answer any of the questions. No unit shall be rented hereafter unless its registration and license is renewed in accordance with this Ordinance.
3. Every owner is required to provide each occupant or tenant occupying a rental unit with a copy of the completed initial registration application as well as the renewal application form.
4. A license will be issued upon the proper registering of a rental unit and the term shall commence on October 1 and shall be valid until September 30 of the following year.
5. An amended registration form must be filed within twenty (20) days after any change in the information required.
6. Each rental unit shall be inspected at least once during the twelve (12) month license period. The Woolwich Township Code Department will contact the owner of the rental unit to arrange for an inspection at some point during the license year. The owner and/or occupant is required to give the inspecting officer free access to the rental facility at all reasonable times for the purpose of such inspection.
7. No person shall hereafter occupancy any rental unit, nor shall the owner permit occupancy of any rental unit which is not registered and licensed.
8. Every Owner is required to submit the names and number of occupants residing within such rental unit. Only those occupants whose names are on file with the township as required in this ordinance may reside in the licensed premises.
9. Fee:
 - a. An Annual Registration Fee of One-Hundred and Fifty (\$150.00) dollars per year.
 - b. There shall be no fee if the owner is a Senior Citizen who resides in a unit of the property and rents the remaining unit and would qualify for a State of New Jersey property tax deduction under NJSA 54:4-8.41.
 - c. No registration, fees or inspections are required to be conducted on any migrant labor camp associated with a farming operation.
 - d. **If any fee is not paid within thirty (30) days of the October 1st due date, a late fee of fifty (\$50.00) dollars will be assessed.**
10. **No license will be issued for any property containing a rental unit unless all Municipal taxes and any other Municipal assessments are paid current.**

11. Any person who violates any provision of this Ordinance shall be liable upon conviction to a fine not exceeding \$1,000.00 or imprisonment for a term not exceeding thirty (30) days, or both. In addition, the owner may be subject to revocation or suspension of the license issued upon the happening of one or more items enumerated in Section 18 of this Ordinance.
12. Please note that an updated floor plan for the rental unit must be submitted with the registration if any changes have occurred.
13. Placards are to be posted in a conspicuous place within the rental property.

If you have received a form for a unit identified by our records as a rental unit but contend that we are in error and that this unit is not a rental unit, you must check item 14 of the registration application, sign and date it, and return the form to the Township. The Township will conduct field inspections to verify such certifications are valid.

Record owner is a corporation _____ Record owner is a partnership _____

5. If the owner is not a resident of Gloucester County, please provide the name of a person who resides in Gloucester County and who is authorized to accept notices from a tenant, to issue receipts therefore and to accept payments on behalf of the record owner. Form will be returned if this section is required and not filled in.

Name

Address (NO P.O. BOXES)

City, State, Zip Phone Number

6. Name and address of agent of the unit, if any:

Name

Address (NO P.O. BOXES)

City, State, Zip Phone Number

7. Name and address including dwelling unit number of the superintendent, janitor, custodian, or other individual employed by the owner or agent to provide regular maintenance service, if any.

Name

Address (NO P.O. BOXES)

City, State, Zip Phone Number

8. Representative of the owner or agent to be reached or contacted at any time in the event of an emergency and who has the authority to make emergency decisions.

Name

Address (NO P.O. BOXES)

City, State, Zip Phone Number

9. Please list all holders of recorded mortgages on this property.

Name

Name

Address (NO P.O. BOXES)

Address (NO P.O. BOXES)

City, State, Zip

City, State, Zip

10. Identify the fuel oil dealer if fuel oil is used to heat this unit and the landlord furnishes the heat in this unit.

Name

Address (NO P.O. BOXES)

City, State, Zip

Phone Number

11. Number of sleeping rooms in this unit _____.

12. List the names of all current occupants, adults and children of this unit.

If the property is vacant please note on the first line. Form will be returned if this section is blank.

13. Enclosed is the required \$ 100.00 registration fee for this unit _____.

I am exempt from the registration fee _____
(State of New Jersey property deduction under N.J.S.A. 54:4-8.41)

14. *This unit is not a rental unit* _____.

I hereby certify that the above information is true to the best of my knowledge, information, and belief. I am aware that if the foregoing information supplied is willfully false that I am subject to penalties and criminal prosecution.

Date

Owner

****Every person required to file a registration form pursuant to this registration shall file an amended registration form within 20 days after any change in the information required to be included thereon. No fee shall be required for the filing of an amendment except when the ownership of the unit is changed.**

****All questions must be fully answered, fees paid, and all municipal charges satisfied or this application will be considered incomplete and not in compliance with Ordinance 2012-14 of the Township Code. If incomplete, form is returned and it will be subject to a late fee if not returned before deadline.**

For Official Use Only

- \$100.00 Registration Fee
- \$50.00 Late Registration Fee
- Fee Exempt
- Taxes, Utility Fees, Assessments Satisfied