



RESIDENTIAL CHANGE OF OWNER/TENANT

Owner/Seller Name:	Please circle all applicable:	RESALE	RENTAL
Property Address:	Block:	Lot:	Qual:
Name of Development:	Occupancy/Settlement Date:		
Buyer/Tenant Name:			
Buyer/Tenant Phone:			
Buyer/Tenant Email:			

REQUIRED: Email where Certificate is to be sent:

In-State Agent's Name:
In-State Agent's Phone Number:
In-State Agent's Email:

Will someone be present during the inspection? *Someone must be present if property is not completely empty	
If Yes ,	If No , the lock box combination is:
Name of Person to be Present:	
Phone Number for that Person:	

Acknowledgement that you have received the C/O requirements:

Signature of Applicant

Certificate Fees:

- \$75.00 When inspection is requested for **more than 10 business days** after submission of application.
- \$125.00 When inspection is requested **between 2 and 10 business days** after submission of application.
- \$150.00 When inspection is requested **between 1 and 2 business days** after submission of application.
- \$200.00 When inspection is requested for the **same day** as submission of application, when available.
- \$35.00 **Re-inspection** (A separate fee will be charged for each re-inspection.)
- \$50.00 **Annual Landlord Registration Fee** (If previously paid, date of payment: _____)

NOTE: For rental units, an additional \$100 will be charged if failed items are not brought into compliance within 30 days of the initial inspection.

ZONING OFFICE USE ONLY			
Amount Paid:	Date Paid:	Cash/Check #:	Collected by:
Inspection Schedule for:	Day:	Date:	Time:



ANNUAL LANDLORD REGISTRATION FORM

Annual Registration Fee: \$50 per unit

Property Street Address: _____ Voorhees, NJ 08043
Block: _____ Lot: _____ Qualifier (if applicable): _____

Owner/Landlord 1 Name:	Owner/Landlord 2 Name:
Owner 1 Address:	Owner 2 Address:
Owner 1 Phone:	Owner 2 Phone:
Owner 1 Email:	Owner 2 Email:

Emergency Contact: _____ Emergency Contact Phone: _____

Rental Agency Name:	Rental Agency Contact Name:
Rental Agency Address:	
Rental Agency Phone:	Rental Agency Email:

Maintenance Contact Name: _____ Maintenance Phone: _____

Type of Dwelling (Circle One):
Townhouse Condominium Duplex Single-Family Dwelling

Applicant Signature: _____
Signature of Applicant

ZONING OFFICE USE ONLY			
Amount Paid:	Date Paid:	Cash/Check #:	Collected by:



RESALE INSPECTIONS FOR RESIDENTIAL PROPERTIES

A Certificate of Conformance (a.k.a., a C.O.) cannot be issued prior to the Township’s review of a current signed and sealed survey. It is recommended that the survey, issued for the new buyer, be submitted as early as possible to avoid delaying the issuance of the Certificate of Conformance and, potentially, the scheduled closing.

All residential **RESALE** properties will be inspected for the following items:

1. BUILDING IDENTIFICATION

See Page 5 of this application packet for the specific requirements.

2. CARBON MONOXIDE DETECTORS

See Page 5 of this application packet for the specific location requirements.

3. SMOKE DETECTORS

If you have an alarm company, you must notify them that you are having an alarm test done so that the Fire Department does not respond.

See Page 6 of this application packet for the specific location requirements.

4. FIRE EXTINGUISHER

See Page 5 of this application packet for the specific requirements.

5. COMPLIANCE WITH TITLE 15 (LAND USEAGE) OF THE VOORHEES TOWNSHIP CODE OF ORDINANCES

If any zoning violations exist at the subject property, compliance with the applicable code must be obtained prior to the issuance of a Certificate of Conformance. This includes the construction of any addition or accessory use/structure that was completed without Zoning and/or Construction Permits.

6. SWIMMING POOLS

If the property contains a swimming pool, the required fencing must be in place with properly functioning self-latching/self-closing gates.

If any of the items listed above fail at the time of the initial inspection, a \$35 re-inspection fee must be submitted to the office in order to schedule a re-inspection. A Certificate of Conformance will not be issued until all of the items listed above have passed the inspection.

Note:

1. Per §156.037(C)(5)(a)(4) of the ULDO, a current signed and sealed survey must be submitted prior to the issuance of a Certificate of Conformance. (Not required for condos.)
2. If there is a change in buyer and/or tenant prior to the issuance of a Certificate, please advise the office.
3. Certificates of Conformance shall become null and void sixty (60) days after a Certificate is issued if settlement/occupancy is not achieved within that time.
4. Houses will be checked for finished basements.

RENTAL INSPECTIONS FOR RESIDENTIAL PROPERTIES

All residential **RENTAL** properties will be inspected for the following items, at minimum:

- Building identification (see page 4 for specific requirements)
- Carbon monoxide detectors (see page 4 for specific requirements)
- Fire extinguisher (2.5 to 10 pound ABC extinguisher within ten (10') feet of kitchen)
- Operable door locks (1st floor sliding door must have backup lock or mounted bar or pin)
- Operable, unbroken windows with locks (screens required April through October)
- Heat is functioning properly (68 degrees from October through May)
- Refrigerator and means of cooking with exhaust for range
- Random sampling of outlets checked for electrical issues
- Outlets at kitchen counter and bathroom are properly functioning GFI outlets
- Heater and water heater checked for visual defects
- Filter in heater is clean
- Balconies and railings are in good repair
- Peeling or flaking paint, mold or mildew build up
- Screen on fireplace
- Anti-tip brackets on ranges (if installed after 1991)
- Front door security chain and peephole
- Smoke detectors (See page 5 for specific requirements.)
If you have an alarm company, you must notify them that you are having an alarm test done so that the Fire Department does not respond.

For a complete list of all items that are subject to inspection, see N.J. State Housing Code 2003, Multi Family Dwelling Code Title 5, Code 10, Chapter 28.

Note: The property/unit **must be VACANT** at the time of inspection.

INSPECTION ITEM DETAILS

BUILDING IDENTIFICATION

Sections 98.36 and 98.38 require that all dwellings, stores, or other principal buildings display the address number assigned by the Tax Assessor. The required Arabic numerals shall be:

- installed on the building itself and not on doors or windows (stick-on or self-adhesive numbers will not be accepted as permanent numerals);
- located at least thirty (30") inches above ground level on a contrasting background;
- of sufficient height to be legible from the street, with three (3") inches being the absolute minimum height required; and
- free of sight obstructions from the street.

CARBON MONOXIDE DETECTORS

Must be installed outside of (but within ten (10') feet of) each and every sleeping area. While most sleeping areas are in one section of a home, if there is a bedroom on a different level than the rest or beyond ten (10') feet of the other doorways, an additional carbon monoxide detector is required.

FIRE EXTINGUISHER

For purposes of this section, "portable fire extinguisher" shall mean a portable device, carried and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire, and is:

1. listed, labeled, charged and operable;
2. no smaller than NFPA Standard of 1A10BC and no larger than a 2A10BC 10 pound rated extinguisher;
3. rated for residential use consisting of an ABC type;
4. on hangers or in brackets supplied by the manufacturer;
5. within 10 feet of the kitchen area, unless otherwise permitted by an enforcing agency;
6. located with the top of the extinguisher not more than five feet (1.53 meters) above the floor;
7. visible and readily-accessible, unblocked by furniture, storage, equipment, and other items;
8. in proximity of a room exit or travel way that provides an escape route to the exterior;
9. accompanied by an owner's manual or written information regarding the operation, inspection and maintenance of the extinguisher; and
10. installed so the operating instructions are clearly visible.

New fire extinguishers are not required to be serviced and tagged, as long as the seller or agent can provide proof of purchase upon request.

MONITORED SYSTEMS INFORMATION:

1. Have the system(s) put into "test mode" for two hours from the time of a scheduled inspection; and
2. When a monitored system is present/in use, someone who knows how to reset the signaling device and each smoke detector head must be present for the inspection.

As of November 1, 2005, working smoke alarms, portable fire extinguishers, and carbon monoxide detectors are required for all one and two family dwellings, including townhomes and condos, per N.J.A.C 5:70-4.19.

SMOKE DETECTOR REQUIREMENTS BY YEAR ORIGINAL HOUSE/UNIT WAS APPROVED BEFORE 11/07/1984

Ten-year sealed battery smoke detectors on all living levels including basement. The location on the sleeping level(s) shall be in hallway outside of all bedrooms.

AFTER 11/07/1984 (Per BOCA 1984 Section 1716.3.4)

In buildings of Use Group R-3, smoke detectors shall be required on every story of the unit including basements. In dwelling units with split levels, a smoke detector installed on the upper level shall suffice for the adjacent lower level provided the lower level is less than one full story below the upper level. If there is an intervening door between the adjacent levels, a smoke detector shall be installed in an approved location. Where more than one detector is required to be installed within an individual dwelling unit, the detectors shall be wired in such a manner that the actuation of one alarm will actuate all the alarms in the individual unit.

AFTER 11/01/1993 (Per Section 919.3.2)

Use Groups R-2 & R-3 (now R-3, R-4, R-5), single or multiple-station smoke detectors shall be installed and maintained in all occupancies at the following locations: 1) in the immediate vicinity of bedrooms, 2) in all bedrooms, and 3) in each story within a dwelling unit, including basements.

Exceptions:

1) In dwelling units with split levels (see split levels above), and 2) In bedrooms that are equipped with residential sprinklers in accordance with Section 906.2.1, 906.2.2 or 906.2.3.

Note: If the home has a monitored or hardwired system, it **CANNOT** be reverted to a battery only system.

SMOKE DETECTOR REQUIREMENTS FOR RESIDENTIAL ADDITIONS

If the cumulative area of all floors of the addition(s) is five percent (5%) or more, but less than twenty-five percent (25%), of the floor area of the largest floor of the existing building, hardwired interconnected smoke detectors with battery back-up meeting the requirements of NFPA 72 (except as otherwise provided in the building or Fire Protection Subcode, shall be installed and maintained in each story in the dwelling unit, including basements.

If the area of the addition is twenty-five percent (25%) or more of the floor area of the largest floor of the existing building, smoke detectors must be installed in each bedroom, one in the hallway outside of the bedrooms, and on each floor including the basement. These detectors must be interconnected, electric and battery back-up.

SMOKE DETECTOR INSTALLATION TIPS

For best performance, **do not install units:**

- where combustion particles, which form when things are burned, are produced. Areas to avoid include poorly ventilated kitchens, garages, and furnace rooms. Keep units at least 20 feet (8 meters) from the sources of combustion particles, including stoves, furnaces, water heaters, space heaters. Those areas should be vented as much as possible.
- in air streams near a kitchen. Air currents can draw cooking smoke into the sensing chamber;
- in very damp, humid or steamy areas, such as near bathrooms with showers. Keep units at least 10 feet (3 meters) away from showers, saunas, dishwashers, etc.;
- where the temperatures are regularly below 40°F (4°C) or above 100°F (38°C), including unheated buildings, outdoor rooms, porches, or unfinished attics or basements;
- in dusty, dirty, or greasy areas, such as directly over a stove or range. Be sure to clean a laundry room unit frequently to keep it free of dust or lint;
- near fresh air vents, ceiling fans, or in drafty areas as they may prevent detectors from reaching the sensing chamber;
- in insect-infested areas. Insects can clog openings to the sensing chamber and cause false alarms;
- less than 12 inches (305mm) away from fluorescent lights. Electrical “noise” can cause interference;
- in “dead air” spaces. “Dead air” spaces may prevent smoke from reaching the smoke detector.

AS OF JANUARY 1, 2019, ALL SINGLE STATION BATTERY-POWERED SMOKE ALARMS MUST BE 10-YEAR SEALED DEVICES.