

CITY OF WOODBURY

Housing Inspection Office
33 Delaware Street, PO Box 180
Woodbury, NJ 08096

2009

Dear Rental Property Owner:

1. Attached is a Landlord License Application as per the City of Woodbury Municipal Code. (Chapter 114). A license and registration form must be completed for EACH rental unit you own. You may make as many copies as you need to comply with licensing and registration requirements. You can also go to the City's website at www.woodbury.nj.us and download this form, or come to City Hall and pickup extra copies of the form.
2. The License application must be completed in full and returned to the City of Woodbury's Housing Inspection Office at the address above, along with the required fee per unit within 45 days of the date of this notice. Please attach additional sheets to the application if needed to fully answer any of the questions.
3. No person shall hereafter occupy any rental unit, nor shall the owner permit occupancy of any rental unit, which has not been licensed or registered in accordance with Chapter 114.
4. A Landlord Registration Form must be submitted with **EACH** rental. This form must be on file within 20 days after any change of information or tenant. NO fee is required with this form or amendment.
5. Upon the filing of a completed Landlord License Application and payment of prescribed fee for each unit, along with a current Registration Form, the owner shall be entitled to the issuance for a license commencing on the date of issuance and expiring on the same date 12 months later. A license application and fee shall be required for EACH rental unit, and a license shall be issued for each unit, even if more than one rental unit is contained on the property.
6. **FEES:**
 - a) An annual license fee of one hundred (\$100.00) dollars per unit is due with **EACH** application.
 - b) If any fee is not paid within thirty (30) days of its due date, a late fee surcharge of thirty (\$30.) dollars will be assessed for each unit, for every 30 days thereafter or portion thereof.
7. Every owner shall provide each occupant or tenant occupying a rental unit with a copy of the registration form required under Chapter 114.
8. No rental unit will be issued a license unless all municipal taxes, water and sewer charges, and any other municipal assessments are paid on a current basis.
9. Any person who violates any provision of the City of Woodbury's Landlord/Tenant Licensing Ordinance shall be liable upon conviction to a fine not exceeding \$1,000.00 or imprisonment for a term not to exceed thirty (30) days or both. In addition, an owner may be subject to revocation or suspension or their license upon the happening of one or more items as stated in Chapter 114, section #17 of the code.
10. A floor plan for EACH rental unit must be submitted along with the license application.
11. **If you have received this letter and you contend that you do not own a rental unit (s), you must check item #10 on the Landlord License Application, sign and date it, and return the application to our office. The City of Woodbury will then conduct an inspection to verify this claim.**

Thank you for your cooperation in this matter.

Respectfully,

Thomas B. Bowe

Thomas B. Bowe
Clerk/Administrator

**City of Woodbury
Housing Inspection Office**

33 Delaware St., PO Box 180, Woodbury, NJ 08096
Phone: (856) 845-1300 Fax: (856) 845-1309

RENTAL FACILITY LICENSING APPLICATION

Section A: GENERAL (Multi-family Complexes only need to complete general section once but must complete section B for each unit) Number of Units in Building: _____

1. **Rental Property Address:** _____ Woodbury, NJ 08096

Number and Street

2. **Owners Information:** - In case of partnership or corporation list information on all names of general partners, corporate officers and registered agent.

Name _____

Address _____

Phone _____ Fax _____ Ph _____ Fax _____ Ph _____ Fax _____

Record Owner is a Corporation _____ (Yes/No) Record Owner is a Partnership _____ (Yes/No)

Registered Agent: _____

Name

Address

Phone

Fax

Emergency Phone

3. **Manager/Local Contact Information:** If owner is not a resident of Gloucester County, NJ, please provide authorized individual information for acceptance on notices from tenant, To issue receipts therefore, and accept/contract service of process on behalf of the record owner:

Name

Address

City

Phone

Fax

Emergency Phone

4. **Superintendent/Janitor/Custodian or other Individual** to provide repetitive maintenance

Name

No. & Street

City

Phone

Fax

Emergency No. (night)

5. **Owner's Emergency Representative** - in absence of owner/agent in time of emergency who is authorized to make emergency decisions regarding this rental unit

Name

Address

Day Phone

Fax

Night Phone

Emergency Phone

6. **Mortgage Holder Info** - List all holders of recorded mortgages on this rental property:

Name _____

Address _____

Section B: UNIT INFORMATION: UNIT # _____

7. **Number of Sleeping Rooms in this unit #** _____ **Additional requirement NOTE:**
A floor plan shall be attached to this form. Plan need not be to scale.

8. **Names of all current occupants of this unit:** _____

9. **Unit Utilities Information As Provided by Lease Agreement:** Y (Yes) N (No)
Owner: _____ Heat, _____ Electric, _____ Water, _____ Sewer, _____ Yard Maintenance
Tenant: _____ Heat, _____ Electric, _____ Water, _____ Sewer, _____ Yard Maintenance

Fuel Dealer's Name: _____ Address: _____

City: _____ Phone: _____ Grade _____

10. **NON-Rental Unit Certification:** _____ I certify this is not a Residential Rental Unit.
(Initial)

11. **Date of Last C. O. Inspection:**----- month _____ day _____ year _____

12. **Owner / Agent Certification:** I hereby certify that all the above information is true to the best of my knowledge, and belief. I am aware that if the foregoing information is willfully false, that I am subject to penalties and criminal prosecution.

Date: _____ Owner/Agent Signatures: _____

*****NOTE***** Every property owner is required to submit a license application. Pursuant to the application an amended registration form must be filed within 20 (twenty) days. Any change in the information is required to be included therein. No additional fee shall be required for the filing of an amended registration form. A new license application must be completed when a property is sold. All Municipal Assessments must be satisfied or a license will not be issued and will be considered incomplete and not in compliance with City of Woodbury Code Chapter 114.

FOR OFFICIAL USE: Date Applied _____ **Fee:** \$100.00 Cash/check# _____

Taxes Due (Y) (N); Utility due (Y) (N); Assessments Satisfied (Y) or (N).

NUMBER OF OCCUPANTS ALLOWED FOR UNIT IS _____

Block _____ & Lot _____