

BOROUGH OF WOODLAND PARK
DEPARTMENT OF INSPECTIONS
5 Brophy Lane, Woodland Park, NJ 07424
(973) 345-8100 Ext 103

Continued Certificate of Occupancy / Dwelling Certificate
Pursuant to Borough Ordinances 22-50.2 & 14.14

RESIDENTIAL RENTAL

DATE: ___/___/___

APPLICATION FILE# _____

BLOCK _____ LOT _____

ZONE _____

ADDRESS OF PROPERTY:

_____ APT# _____ FLOOR _____

CURRENT PROPERT OWNER

NAME: _____

ADDRESS: _____

PHONE#: _____ CELL#: _____

NEW TENANTS: _____

CURRENT ADDRESS: _____

PHONE: _____ CELL: _____

Please list all Occupants information on the "Dwelling Certificate". You must provide Photo I.D.'s of All Occupants. (Adults Driver licenses and Birth Certificates/Passports of Children).

If a Cooperation, you must provide Photo I.D. of the President or Management Company Agent. Also provide Photo I.D.'s of all Adult Tenants and Copies of Birth Certificates/Passports for Children Occupying each unit, if applicable.

One-Family Two-Family Multi Family (# of apt)

1-Family Fee: 2-Family Fee: Multi-Family Fee:

\$50.00 \$50.00, Per Unit \$50.00 Per Unit

Owner/Agent Signature: _____

Phone/Cell #: _____

FOR OFFICE USE ONLY

FEE PAID \$ _____ CASH _____ CHECK# _____ DATE: _____

RECEIVED BY: _____

DEPARTMENT APPROVALS:

FIRE _____ BUILDING _____ ZONING _____ DPW _____

Year Built _____ Lead Free _____ Lead Safe _____ NJ Required Insurance _____

INSPECTED BY _____ DATE _____

**BOROUGH OF WOODLAND PARK
DEPARTMENT OF INSPECTIONS**

DWELLING CERTIFICATE

ADDRESS: _____ APT #: _____ FL #: _____

NUMBER OF ADULT OCCUPANTS _____

HUSBAND'S NAME _____

WIFE'S NAME _____

SINGLE ADULT'S NAME _____

RELATIONSHIP TO OCCUPANT(S) _____

NUMBER OF CHILDREN _____

NAME _____ AGE _____

NAME _____ AGE _____

NAME _____ AGE _____

NAME _____ AGE _____

NAME _____ AGE _____

NAME _____ AGE _____

WE CERTIFY THAT ALL STATEMENTS ARE TRUE. I/WE ARE AWARE THAT IF ANY OF THE ABOVE STATEMENTS MADE BY ME/US ARE WILLFULLY FALSE, WE ARE SUBJECT TO LEGAL ACTION.

SIGNATURE OF OWNER/AGENT

SIGNATURE OF TENENT

PRINT OWNER/AGENT NAME

PRINT TENANT NAME

DATE _____

BOROUGH OF WOODLAND PARK
DEPARTMENT OF INSPECTIONS
5 BROPHY LANE, WOODLAND PARK, NJ 07424

CHECKLIST FOR CERTIFICATE OF OCCUPANCY

1. Make sure walkways are in good condition: not broken or lifted, as these can cause tripping conditions.
2. All exterior stairs are to be in good condition and must have handrails.
3. All roofs to be in good condition.
4. Gutters and leaders must be in good condition.
5. Paint should at least be in fair to good condition on exterior.
6. Repair all broken window glass.
7. Street number must be posted on or close to the door, regardless of where it might be posted elsewhere on the property.
8. All garbage and trash must have been removed from the property.
9. No unregistered vehicles or car parts can be stored on the property.
10. All overgrowth must have been cut back and cleaned up.
11. Smoke detectors must be on each level and within 10' of bedrooms.
12. Installed carbon monoxide detectors must be within 10' of bedrooms.
13. Fire extinguishers are required and must be in compliance with N.J. Div. of Fire Safety regulations.
14. All interior stairs must have handrails.
15. Installed dead bolt locks on exterior doors must have thumb latches on the inside (not a key lock).
16. Basement kitchens or bathrooms, installed without a building permit, must be removed.
17. Plumbing wastes and water supply lines must be in good condition and must not be leaking.
18. If you have sump pump, it must drain to the outside of the building and cannot be connected to the sewer line.
19. All heating equipment and hot water heaters must be vented into the chimney, and the sewer line must be sealed.
20. All water heaters, boilers and furnaces must be vented properly.
21. Extension tube on water heaters must go from relief valve to within 12" from the floor.
22. A "Licensed Professional" must certify that a septic system is functioning properly and is in compliance with all DEP requirements. ****Applies to "Resale" of property only.****

WOODLAND PARK DEPT. OF INSPECTIONS
CERTIFICATE OF OCCUPANCY / DWELLING CERTIFICATE
PROCEDURES & FEES

Borough of Woodland Park Ordinance 22-5.2 requires a new Certificate of Occupancy on the resale of all non-residential buildings and on any change of tenant in an existing building. The cost for a "commercial" C.O. is \$.04 per sq. ft. of area to be rented or sold.

Borough of Woodland Park Ordinance 14-14 requires a new Certificate of Occupancy prior to the sale of all residential property and/or the rental of a residential home or apartment. The cost for a "residential" C.O. is as follows.

- 1.) Resale of a one- or two-family home - \$ 100.
- 2.) Rental of a single-family home or an individual apartment in a two-family home - \$ 50. per unit
- 3.) Resale or rental of a multi-family (3-family or more) - \$ 40. per unit

The following *information* must be provided to the Code Enforcement office when application is made for a residential certificate of occupancy:

- | | |
|---------|--|
| RESALE: | <ol style="list-style-type: none">1.) a photo I.D. of the buyer. If a corporation, a photo I.D. of the president. If a management company is used, the agent's photo I.D. must be provided.2.) a list of all tenants existing and/or proposed for every apartment must be provided along with a photo I.D. of the prime tenant for each apartment |
| RENTAL | <ol style="list-style-type: none">1.) a photo I.D. of all adult tenants and a non-photo I.D. of all minors must be provided |

Upon receipt of an application for a commercial certificate of occupancy an inspection shall be conducted by the Code Enforcement office and the Fire Official's office to determine compliance with Building and Fire Codes and local zoning criteria. A C.O. cannot be issued until both the Fire Official and Code Enforcement Official sign off on (approve) the premises.

For the resale of a one- or two-family dwelling, in addition to a certificate of occupancy, a smoke detector/carbon monoxide detector/fire extinguisher certificate must be obtained from the Fire Official's office. A certificate of occupancy cannot be issued unless and until the certification has been obtained and copy provided to the Code Enforcement office.

On the resale of a multi-family and/or the rental of an apartment in a multi-family, an inspection shall be conducted by the Code Enforcement office. Each apartment must be provided with a fire extinguisher, plus smoke detectors and carbon monoxide detectors (can be battery-operated) installed within 10 feet of all sleeping areas.

Pursuant to Borough of Woodland Park Ordinance 14-14, all property owners requesting a residential certificate of occupancy either for a resale or rental must have wireless water meter reading capabilities, if the home is serviced by the W. P. Water Co.

Property owners must coordinate with the Superintendent of the DPW and obtain a sign-off to be presented to the Code Enforcement office before a Certificate of Occupancy can be granted.

Borough of Woodland Park

Department of Public Works

JOHN PIETROWSKI, JR.
Superintendent



Passaic County, NJ _____
One Browertown Road
Woodland Park, NJ 07424
(973) 256-1264
Fax: (973) 256-3935
Email: jpietrowski@wpnj.us

WOODLAND PARK WATER DEPARTMENT WATER METER COMPLIANCE APPLICATION PER ORDINANCE 22-23

Homeowner Name: _____

Realtor Company: _____

Water Service Address: _____

Realtor Contact: _____

Homeowner Phone# _____

Realtor Phone# _____

Date Meter Install Needed by: _____
(DONOT ENTER ASAP)

This application MUST be submitted to the Water office (Mon-Fri, 8:30am to 4:30pm) located at 5 Brophy Lane, Woodland Park, NJ AT LEAST 2 WEEKS PRIOR to the closing date and/or any occupancy change.

Upon submission of this application, payment is secured for the cost of the meter upgrade, and an inspection of the curb box will be performed by the Department of Public Works (DPW). Upon installation, a Certification form for same will be completed by the DPW.

OFFICE USE ONLY

ACCOUNT#: _____

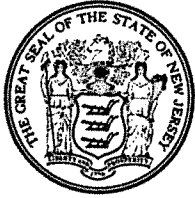
CURRENT METER TYPE: _____

APPOINTMENT DATE: _____

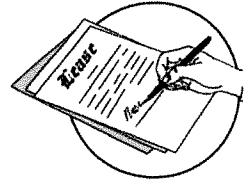
METER COST: _____

BLOCK#: _____

LOT#: _____



**New Jersey Department of Community Affairs
Division of Codes and Standards
Landlord-Tenant Information Service**



**REGULATIONS FOR THE LANDLORD IDENTITY
REGISTRATION FORM**

N.J.A.C. 5:29-1.1

Printed June 2011
(Revised September 2022)

5:29-1.1 Applicability

- (a) Pursuant to N.J.S.A. 46:8-28 and 46:8-29, the form prescribed by this subchapter is required to be given by landlords to tenants in single unit dwellings and in two – unit dwellings that are not owner-occupied and to be filed in the office of the clerk of the municipality in which any such single unit dwelling or two-unit dwelling is situated.
- (b) Tenants in multiple dwellings are required to be given a copy of the certificate of registration filed with the Bureau of Housing Inspection in accordance with N.J.S.A. 55:13A-12, N.J.S.A. 46:8-28 and N.J.A.C. 5:10-1.11. **(Contact the Bureau of Housing Inspection, PO Box 810, Trenton, New Jersey 08625, (609) 633-6216 or BHICodeAdmin@dca.nj.gov for registration of properties with three or more dwelling units.)**

THE ATTACHED FORM IS TO BE FILED WITH THE MUNICIPAL CLERK AND DISTRIBUTED TO TENANTS IN SINGLE UNIT DWELLINGS AND IN TWO UNIT DWELLINGS THAT ARE NOT OWNER-OCCUPIED.

Similar forms may be obtained from private sources.

LANDLORD IDENTITY REGISTRATION STATEMENT
ONE AND TWO-UNIT DWELLING REGISTRATION FORM

The form of the certificate of Registration to be filed with the municipal clerk and distributed to tenants by owners or non-owner occupied one and two unit dwellings shall be substantially as follows:

(1) Property Address:

(2) The names and addresses of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

(3) If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:

Record owner is not a corporation.

(4) If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner(s) is as follows:

The addresses of all record owners in the county in which the dwelling is located:

(5) The name and address of the managing agent is as follows:

There is no managing agent.

(6) The name and address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:

There is no superintendent, janitor, custodian or other person employed to provide regular maintenance service.

(7) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

(8) The names and addresses of all holders of recorded mortgages on the property are as follows:

There is no recorded mortgage on the property.

(9) If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

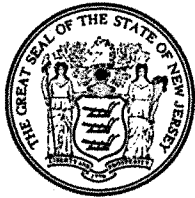
The building is not heated by fuel oil

The building is heated by fuel oil, but the landlord does not furnish heat.

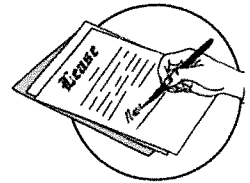
Date

Landlord or Authorized Representative

SEND COMPLETED FORMS TO TENANTS AND MUNICIPAL CLERKS ONLY



**New Jersey Department of Community Affairs
Division of Codes and Standards
Landlord-Tenant Information Service**



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(3) If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:

Record owner is not a corporation.

(4) If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner(s) is as follows:

The addresses of all record owners in the county in which the dwelling is located:

(5) The name and address of the managing agent is as follows:

There is no managing agent.

(6) The name and address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:

There is no superintendent, janitor, custodian or other person employed to provide regular maintenance service.

(7) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

(8) The names and addresses of all holders of recorded mortgages on the property are as follows:

There is no recorded mortgage on the property.

(9) If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

The building is not heated by fuel oil

The building is heated by fuel oil, but the landlord does not furnish heat.

Date

Landlord or Authorized Representative

SEND COMPLETED FORMS TO TENANTS AND MUNICIPAL CLERKS ONLY

CHAPTER 92

AN ACT requiring liability insurance for business owners and rental unit owners and supplementing Title 40A of the New Jersey Statutes.

BE IT ENACTED by the Senate and General Assembly of the State of New Jersey:

C.40A:10A-1 Liability insurance, negligent acts, omissions; business owners, rental unit, units owner.

1. a. Except as provided in subsection b. of this section, the owner of a business or the owner of a rental unit or units shall maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.

b. The owner of a multifamily home which is four or fewer units, one of which is owner-occupied, shall maintain liability insurance for negligent acts and omissions in an amount of no less than \$300,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.

C.40A:10A-2 Certificate of insurance, annually registration, municipality of business, rental units, multi-family home.

2. a. The owner of a business, owner of a rental unit or units, and the owner of a multi-family home of four or fewer units, one of which is owner occupied, shall annually register the certificate of insurance demonstrating compliance with section 1 of this act with the municipality in which the business, rental units, or multi-family home is located.

b. The governing body of a municipality may, by ordinance, establish a reasonable administrative fee for the certificate of registration required pursuant to subsection a. of this section for properties located in that municipality. The governing body of a municipality may collect, through a summary proceeding pursuant to the "Penalty Enforcement Law of 1999," P.L.1999, c.274 (C.2A:58-10 et seq.), a fine of not less than \$500 but no more than \$5,000 against an owner who failed to comply with the provisions of this act.

3. a. The provisions of subsection a. of section 1 of this act shall take effect on the 90th day next following enactment for all new policies issued on or after the 90th day following enactment and shall take effect on the 180th day next following enactment for all policies in force on the date of enactment that are renewed on or after the 180th day following enactment.

b. The provisions of subsection b. of section 1 of this act shall take effect on the 180th day next following enactment and shall apply to policies issued or renewed on or after the 180th day following enactment.

c. The provisions of section 2 of this act shall take effect on the 90th day next following enactment.

Approved August 5, 2022.

**LEAD SAFE OR LEAD-FREE CERTIFICATION
APPLICATION**

Property Address: _____

Year Home Constructed: _____

Check off which Rental applies:

Single Family Rental: _____

Two Family Rental: _____

Multi-Family Rental: _____

NJ State Housing Registration Number: _____

Inspection Date: _____

Person or Company Performing
Inspection: _____

License No.: _____

Lead Free: _____ Lead Safe: _____ Violation: _____