



TOWNSHIP OF SOUTH BRUNSWICK

Municipal Building • P.O. Box 190 • Monmouth Junction, NJ 08852-0190

Phone 732-329-4000 Ext. 7217 Fax 732-274-2084

Guidelines for Rental Occupancy Certificate of Compliance

1. Request for inspection shall be made by the owner, landlord and/or agent on an application provided by the South Brunswick Rental Office, accompanied by a fee of \$80.00.
2. One application shall be completed for each dwelling unit and must be submitted to the South Brunswick Rental Office at least twenty (10) working days prior to the expected date of re-occupancy.
3. The South Brunswick Rental Inspection Officer will conduct an inspection within five (5) working days of receipt of the application.
4. If substantial compliance with applicable codes, regulations, statues and other ordinances is found, then a Rental Certificate of Compliance will be issued immediately. Two copies of the Re-Occupancy Certificate of Compliance will be issued to the owner, landlord or his/her agent. One copy is to be given to the tenant and one shall be kept for the landlords records.
5. If, upon inspection a Certificate of Compliance is not issued, the unit may not be occupied until a re-inspection by the Rental Officer results in the issuance of a Certificate of Compliance. You may request the re-inspection in person, or mail or facsimile transmission, but all violations must be corrected prior to re-inspection. There will be an additional charge for each re-inspection.
6. Failure to obtain an inspection prior to occupancy shall result in a penalty in the sum of \$500.00.

Items which would be considered substantial violations and would preclude issuance of a Certificate of Compliance, include, but are not limited to:

- A. Defects in a vital facility such as broken toilets, lack of hot or cold running water, lack of heat, lack of light, lack of proper ventilation or broken windows.
- B. Defects that present the hazard of fire, accidents or other calamities, dilapidation, disrepair, conditions that undermine structural integrity, or uncleanness so as to assist or cause the spread of disease or harbor insects, rodents or other vermin.
- C. Defects which would constitute a threat to life safety or welfare, or whose repair would be a major inconvenience to the tenant after re-occupancy.

Please Note:

- Applications may be obtained at the front desk of the South Brunswick Zoning/Planning Office or e mail my office at clynch@stbnj.net.
- All appointments shall be made through the South Brunswick Rental Officer only. No requests will be taken by the Code Enforcement Office staff.
- A completed copy of the landlord registration form shall be provided to the tenant(s) .

Additional information may be obtained from the South Brunswick Rental Officer Office at 732-329-4000 ext. 7217 or e mail at Clynch@sbtnj.net

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