



BOROUGH OF PALMYRA
Department of Housing
20 W. Broad Street
Palmyra, NJ 08065
Phone: 856-829-1096
Email: tkilmer@boroughofpalmyra.com

REGISTRATION # _____

FEE: \$45.00

PALMYRA HARBOUR CONDOMINIUMS ONLY
RENTAL UNIT REGISTRATION for CERTIFICATE OF OCCUPANCY
(Fee is \$45 per/unit)

SECTION I - RENTAL UNIT PROPERTY INFORMATION

Block: _____ Lot: _____ Street Address: _____ Unit#/Floor#: _____

SECTION II – RENTAL UNIT TENANT INFORMATION

Tenant Name: _____ Phone: _____ Email: _____

Tenant Name: _____ Phone: _____ Email: _____

Tenant Name: _____ Phone: _____ Email: _____

Tenant Name: _____ Phone: _____ Email: _____

SECTION III – RENTAL UNIT OWNER INFORMATION

Owner Name: _____ Phone: _____ Email: _____

Owner Physical Address (No P.O. Box): _____

List additional owners' information below if applicable:

Owner Name: _____ Phone: _____ Email: _____

Owner Physical Address (No P.O. Box): _____

SECTION IV – RENTAL UNIT MANAGING AGENT INFORMATION

Agent Name: _____ Phone: _____ Email: _____

Agent Physical Address (No P.O. Box): _____

(continued on reverse side)

SECTION IV – RENTAL UNIT MANAGING AGENT INFORMATION (continued)

ON SITE Superintendent, Janitor or Custodian Name: _____

Room/Unit Number: _____ Phone: _____ Email: _____

Print Name of Agent

Sign Name of Agent

The housing inspection consists of a visual examination of the premises to determine its suitability for a Certificate of Occupancy under the provisions of the adopted codes and ordinances. This property inspection is not a guarantee or warrant of the premises or equipment therein.

CERTIFICATE OF OCCUPANCY INSPECTION CHECKLIST
for
HOME RESALES and RENTAL TENANT TURNOVER
FOR PALMYRA HARBOUR CONDOMINIUMS ONLY

THE FOLLOWING IS PROVIDED AS A GUIDE OF ALL APPLICABLE CODES AND ORDINANCES THAT MAY BE CONSIDERED DURING YOUR INSPECTION. IN ADDITION TO THE INSPECTION A REVIEW OF REQUIRED PERMITS WILL BE COMPLETED.

FIRE SAFETY REQUIREMENT

_____ Fire extinguishers - One 2A:10BC fire extinguisher required in Kitchen, not mounted. Purchased within one year with receipt, or tagged)

_____ Carbon Monoxide (CO) detectors - Carbon Monoxide (CO) Detectors shall be installed and maintained in the immediate vicinity of the sleeping area(s) and must be located within 10 feet of those areas.

_____ Smoke Detectors - Smoke Detectors must be installed and maintained on each level of the premises including the basement and the attic if there are walk-up steps (even if unfinished). Smoke Detectors are required outside of each separate sleeping area and must be located within 10 feet of those areas. Smoke Detectors shall not be located in the kitchen. Smoke detectors must use 10-year sealed lithium battery type.

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OFFICE USE ONLY
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DATE RECEIVED: _____ AMOUNT: _____

CHECK #: _____ / CASH: _____ RECEIPT #: _____

TAXES CURRENT: _____ HOUSING OFFICIAL APPROVAL: _____