

# TOWNSHIP OF WATERFORD

Department of Community Development

2131 Auburn Ave. Atco NJ 08004

856-768-2300 x 273- Fax 856-768 1703

[construction@waterfordtwp.org](mailto:construction@waterfordtwp.org)

## Residential Rental Application

Address of the rental unit: \_\_\_\_\_

Number of Rental Units: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Address of Property Owner: \_\_\_\_\_

Owner's Phone Number \_\_\_\_\_

Home

Work

Mobile

Email: \_\_\_\_\_

If the address of any record owner is not located in the Township of Waterford or in the County, please provide the name, address and telephone number of the person authorized to accept notices from the Township or a tenant to issue receipts therefrom and to accept services of process on behalf of the record owner:

\_\_\_\_\_  
Name, address and telephone number of a superintendent, janitor, custodian or individual employed by the owner or agent to provide regular maintenance service. \_\_\_\_\_

\_\_\_\_\_  
Name, address and telephone number of an individual representative of the owner or agent or the owner, if domiciled in Camden County, who may be reached or contacted at any time in the event of an emergency affecting the property. \_\_\_\_\_

\_\_\_\_\_  
Name and address of all holders of recorded mortgages on the property.

\_\_\_\_\_  
If fuel oil is used to heat the building, please provide the name and address of the fuel oil dealer.

As to each rental unit, the exact number of sleeping rooms contained in the rental unit.

Name and phone number of tenant(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The number of total occupants for the rental unit: \_\_\_\_\_

Number of children attending school from kindergarten through 12th grade: \_\_\_\_\_

Any other person under the age of 18 years old: \_\_\_\_\_

Each rental unit and rental facility shall be inspected at least once every license year. Each rental unit shall be inspected before every initial occupancy, change in occupancy and/or change in the number of occupants. The owner shall be required to obtain a Certificate of Inspection in accordance with this section before any occupancy shall be permitted.

At the time of the filing of the registration form and prior to the issuance of a license, the owner/agent must  
•pay a fee in accordance with the following:

An annual registration fee (which includes the annual inspection) will be as follows:

Per Rental Unit \$50.00

Per Building of Four (4) or More Units \$150.00 (for all common areas)

A Re-inspection fee as follows:

Per Unit \$25.00

Per Building of Four (4) or More Units \$75.00

Late charges: for any fee paid more than-30 days after-its due date, there shall be a late fee of \$40;00.

The maximum number of occupants shall be posted in each rental unit.

Provide proof of a satisfactory inspection in accordance with Article VII. (each rental unit shall be inspected at least once every license year, and before any initial or change of occupancy and a certificate of inspection before any occupancy shall be permitted)

A copy of ordinance 2015-3 is available in the Community Development Office and has been posted on a bulletin board at the Waterford Township Municipal building and posted on [www.waterfordtwp.org](http://www.waterfordtwp.org) for your review.

\_\_\_\_\_  
Landlord or Authorized Representative

\_\_\_\_\_  
Date