

**TOWNSHIP OF SOUTHAMPTON**  
**OFFICE OF CONSTRUCTION, ZONING & CODE ENFORCEMENT**  
5 RETREAT ROAD, SOUTHAMPTON, NJ 08088  
609-859-2786 FAX 609-388-5532  
CONSTRUCTION@SOUTHAMPTONNJ.ORG

**LANDLORD IDENTITY STATEMENT**  
**RESIDENTIAL RENTAL REGISTRATION FORM**

This form is to be filed by the landlord with the Township Building Official and distributed to tenants in one and two unit dwellings.

Property Address of Rental \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Name(s), Addresses & Phone number(s) of all record owners of the building (including all general partners in the case of a partnership) are as follows:

---

---

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

---

---

If the address of the record owner is not located within the Township of Southampton, or in the County of Burlington, provide the name, address and phone 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 & Phone number of Superintendent, Janitor, Custodian, or individual employed by the owner or agent to provide regular maintenance service:

---

---

Name, Address & Phone number of an individual representative of the owner or agent or the owner if domiciled in Burlington County, who may be reached or contacted at any time in the event of an emergency affecting the property.

---

---

Name & Address of all holders of record mortgage(s) on the property:

---

---

If fuel oil is used to heat the building, please provide the name & address of the fuel oil dealer:

\_\_\_\_\_  
\_\_\_\_\_

Exact number of sleeping rooms contained in the rental unit: \_\_\_\_\_

Name & Phone number for each adult tenant: \_\_\_\_\_

\_\_\_\_\_

Number of total occupants for the rental unit: \_\_\_\_\_ Any other person under the age of 18: \_\_\_\_\_

Number of children attending school from Kindergarten through 12<sup>th</sup> grade: \_\_\_\_\_

Lease Start Date: \_\_\_\_\_ Lease Term: \_\_\_\_\_ Yrs. \_\_\_\_\_ Mo.

Each rental unit shall be inspected before every initial occupancy and/or change in the number of occupants. The owner shall be required to obtain a Certificate of Compliance in accordance with section N.J.S.A. 46:8-28 & 46:8-29 and Municipal Ordinance 8-8 before any occupancy shall be permitted. A copy of Municipal Ordinance 8-8 is available in the Construction Office for your review.

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

Registration Fee: Per rental unit \$50.00, Re-inspection fee per rental unit \$25.00 per inspection

Provide tenant with proof of a satisfactory inspection in accordance with N.J.S.A 46:8-28 & 46:8-29. (Each rental unit shall be inspected for any initial or change of occupancy and a Certificate of Compliance issued before any occupancy shall be permitted.)

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

\_\_\_\_\_  
Date

LIST OF INSPECTION REQUIREMENTS INCLUDES THE FOLLOWING BUT NOT LIMITED TO:

1. Working Smoke Detectors required on each level of the home & within 10 feet of any sleeping room (see attached)
2. Working Carbon Monoxide detectors are required within 10 feet of any sleeping room (see attached)
3. Fire Extinguisher (2-A:10-B:C minimum) mounted in the kitchen area, check the expiration date (see attached)
4. House Numbers Identification (on the house) at least 3" numbers visible from the street (see attached)
5. All utilities must be on (electric, water & etc.)
6. Guard rails/handrails secured, steady, not missing any spindles
7. Yard is free of trash, grass cut, brush/weeds not overgrown
8. Siding, soffit fascia all secure
9. Doors and windows are all in good working condition
10. No open electrical outlets, switches or lights
11. Electric panel cover in place, no missing blanks
12. No open holes in walls and ceilings
13. All appliance venting systems need to be in place and free of defects

Burlington County Recycling receptacles must stay at the property, if one is needed contact the Recycling Coordinator at [recyclingcoordinator@southamptonnj.org](mailto:recyclingcoordinator@southamptonnj.org) or leave a message at 609-859-5574. This does not apply to Mobile Estates.



# Understanding My Resale Inspection

---

- I understand that any change of ownership or occupancy (including the storage of personal property) may not occur, prior to a successful inspection AND possession of a Certificate of Smoke Detector Certification (passed inspection). Furthermore, I understand that if there is any change of ownership or occupancy (including the storage of personal property), without this required inspection, the owner will (will, shall, or may) be subject to a penalty of \$500 per occurrence (N.J.S.A. 2A:58-1, et seq.).
- I understand that an Inspector from the Township of Southampton will inspect the dwelling unit during the given block of time. If the assigned block of time is missed by the applicant or the applicants' agent, the inspection must be rescheduled. I also understand if I do not pass the inspection I must contact the Construction Department and reschedule the inspection.
- The smoke alarms required within the dwelling shall be located and maintained in accordance with NFPA 72. The alarms may not be required to be interconnected if the house was built on and before 1977. Ten-year sealed battery-powered single station smoke alarms shall be installed and shall be listed in accordance with ANSI/UL 217, incorporated herein by reference. However, A/C-powered single or multiple-station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery-powered smoke alarms. The effective date of this subsection shall be January 1, 2019. A/C-powered smoke alarms shall be accepted as meeting the requirements of this section.
- I understand that the table on page 3 provides me with the requirements of the Construction Code regarding the number of and type of smoke detectors that are required based on the year the dwelling unit was built or CO (Certificate of Occupancy) was issued. I understand that all smoke detectors must be less than 10 years old. The realtor, owner, seller or buyer must physically take the smoke detectors down and look for a date on the back. If there is no date, you must call the manufacturer to determine the date.
- I understand that a fully charged & working **Fire Extinguisher** with a minimum rating of **2A:10 BC** and a maximum weight of 10 lbs. must be installed in the kitchen or within 10' of the kitchen. It shall not be located behind doors, in cabinets or under counters and shall be properly mounted no higher than 5' from the floor to the top of the extinguisher. It shall be visible and readily accessible for occupant use.
- I understand that the Inspector will need access to the electrical panel and that the circuit for the smoke detectors must be located and labeled for testing purposes prior to his arrival.
- I understand that if the dwelling has at least one fuel burning appliance, fireplace or a garage, a CO (Carbon Monoxide) detector shall be installed **OUTSIDE** of but within 10 feet of all sleeping areas. CO detectors in bedrooms only will **NOT** pass code per NFPA 720.
- I understand that the Inspector will also check the visibility and readability of the **House Numbers** on the dwelling unit to verify that they are visible and readable from the street in the event of an emergency. The House numbers shall be in accordance with the Code of the Township of Southampton 8-2.3 b. 2. House numbering requirements. The owner or occupant of any building for which an official number is designated shall be required at his own expense to place the official number on the structure or a post so that it is clearly visible from the street on which the building fronts.

If the Official number cannot be displayed on the structure or a post so as to be clearly visible from the street, it shall be displayed at the end of the driveway to the dwelling so that it is clearly visible from the street on which the building fronts.

Figures at least three inches high shall be used to display the official number and all numbers shall be lighted or reflective, except in Leisuretowne where one and one half inch high numbers now exist.

Numbers placed on mailboxes for mail delivery purposes shall not satisfy the requirements of this chapter unless the location of said mailbox is immediately adjacent to and on the same side as

the driveway providing ingress and egress. The number may be placed on the building, provided that it can be seen and read from the public road; otherwise it must be placed near the intersection of the driveway with the public road.

The color of the numeral shall be in sharp contrast to the color of its background, and it shall be of a bright or reflective material so as to be readily visible at night when a light is cast upon it.

\* I understand that payment will be made prior to scheduling inspection.

\* I understand that the above listed items are to be completed **BEFORE** the inspector arrives, as he cannot install/repair items because he has other appointments and limited time. In the event that a failure occurs, a new appointment must be made and paid for and a new appointment will be assigned.

\* I also understand that the person meeting the inspector for the appointment must be 18 years of age.

- PRE 1975; DC powered smoke detector on each level, including basement are to be replaced by a 10 year sealed battery-powered single station smoke alarms
- 1975-1977; AC powered smoke detector on uppermost level, DC smoke detector on all other levels to be replaced by a 10 year sealed battery-powered single station smoke alarms
- 1977-1983; AC powered smoke detector on uppermost and basement level (electrically inter-connected) and DC smoke detector on all other levels to be replaced by a 10 year sealed battery-powered single station smoke alarms
- 1983-1991; AC powered smoke detector on every level (electrically inter-connected)
- 1991-PRESENT; AC powered smoke detector with battery backup on each level and in each sleeping area (bedroom), electrically inter-connected

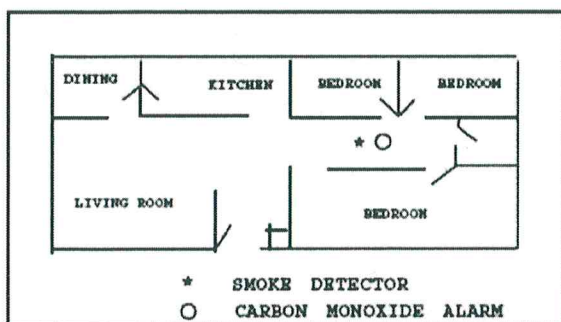
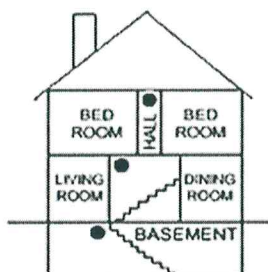
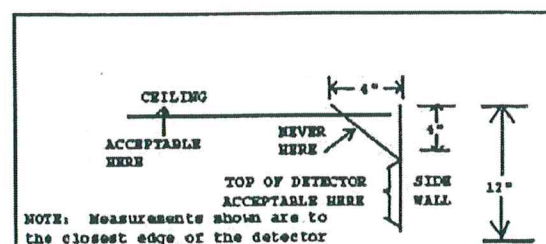
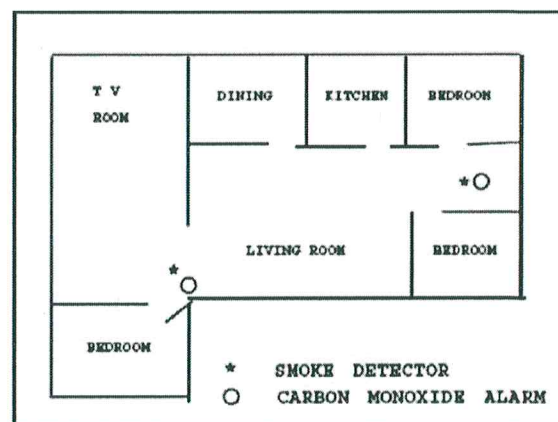


Figure 1



A SMOKE DETECTOR SHALL BE INSTALLED ON EVERY LEVEL.

\* AND FIRE EXTINGUISHER WITHIN 10 FEET OF KITCHEN





## TOWNSHIP OF SOUTHAMPTON

5 Retreat Road  
Southampton, NJ 08088  
609-859-2736 Option 5  
Clerksoffice@southamptonnj.org

### RENTAL UNIT OWNER INSURANCE REGISTRY

Calendar Year Ending  
**December 31, 20**\_\_\_\_

Owner Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

Telephone \_\_\_\_\_ Cell Phone \_\_\_\_\_

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

Rental Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Renter(s): \_\_\_\_\_

How many Units: \_\_\_\_\_ Does owner live in one of the units: ☐ Yes ☐ No

Pursuant to the New Jersey enacted Senate Bill No. 1368 - Insurance Requirement:

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.

\$ 20.00 processing fee must be submitted with application as well as the Insurance Declaration Page  
Please make check payable to Township of Southampton.

Insurance Certificate Expires: \_\_\_\_\_

Check # \_\_\_\_\_ Cash: \_\_\_\_\_ Date Received \_\_\_\_\_

Received By: \_\_\_\_\_

Insurance Registry is only valid for a term of one (1) calendar year, and expires:  
December 31<sup>st</sup> of the year that the registration was submitted.  
Applications may be renewed December 15<sup>th</sup> for the next calendar year.