

TABERNACLE TOWNSHIP RENTAL UNIT APPLICATION

EFFECTIVE AUGUST 25, 2014, ORDINANCE 2014-4 REQUIRES THE OWNER OF ANY/ALL RENTAL PROPERTY TO FILE A REGISTRATION STATEMENT ON OR BEFORE JANUARY 15TH OF EACH CALENDAR YEAR AND THIS REGISTRATION WILL EXPIRE ON JANUARY 14TH OF EACH YEAR. IN THE EVENT A TENANCY CHANGES DURING THE YEAR, THE OWNER SHALL WITHIN 30 DAYS OF THE CHANGE IN TENANCY, PROVIDE AN UPDATED RENTAL PROPERTY REGISTRATION STATEMENT FOR EVERY RENTAL UNIT IN WHICH A CHANGE IN TENANCY HAS OCCURRED. THIS IS IN ADDITION TO THE REQUIREMENT FOR OBTAINING A CERTIFICATE OF OCCUPANCY FOR THE CHANGE OF TENANCY.

REQUIREMENTS OF OWNERS OF RENTAL PROPERTY.

Prior to offering a Rental Unit to the public for rent, the Owner of the Rental Unit shall file an annual Rental Property Registration Statement with the Township Clerk. Once received along with the required registration fee by the Township Clerk, the statement shall constitute a valid license to operate the described rental unit for the prescribed term. The Township Clerk shall provide a copy of all valid licenses to the Township Construction and Zoning Officials, the Fire Chief, the Rescue Squad Chief and to the local School Boards.

The filing of such a Registration Statement shall be in lieu of filing any Business Registration otherwise required for the rental unit by the owner of the rental unit pursuant to Tabernacle Township Revised Ordinances at Section 4-5. All dwelling units/trailers which are properly registered in any mobile home park and all temporary farm labor housing units are exempt from any requirement to file a Rental Property Registration Statement as such is required hereunder.

INSPECTION OF RENTAL PROPERTY: All Rental Properties may be inspected by persons or agencies duly authorized by the Township for inspections for purposes of determining Zoning Ordinance compliance and to determine if the Rental Property or Rental Unit complies with applicable ordinances, statutes and regulations, including but not limited to, the Property Maintenance Code, Health Code, Housing Code and Fire Code. Nothing contained in this section shall limit the Operator's obligation to make payment of the Registration Statement fee and to file Registration Statement(s) in compliance with Sections II.

TIMING AND LOCATION OF INSPECTIONS: The Township shall provide notice to affected Operators at the address given on the Registration Statement, of the scheduling of inspections. In that notice, the Township shall identify each property to be inspected and the date and time that the property will be subject to inspection. Absent good cause shown by the Licensed Registered Operator, the inspection of the identified Rental Property shall take place on the noticed date and time. Notice of the inspection schedule shall be made by mailing the Operator's authorized agent such notice. It shall be the obligation of the Operator to notify the tenant of the scheduled inspection.

REQUIREMENT TO COOPERATE: Upon proper notice, the Operator and tenant(s) shall make the Rental Property available for such inspections. The Operator and tenant(s) have a duty to cooperate in facilitating these inspections. It is understood that it may be necessary to reschedule inspection appointments based on scheduling conflicts with the operators and/or the tenants. Inspection appointments may be changed upon two weeks' notice. In the event a mutually convenient time and date cannot be agreed upon between the tenant, operator and inspector, the inspector shall have the authority to schedule the appointment to meet the inspector's schedule and the Operator shall cooperate and allow the inspection.

METHOD AND COST OF INSPECTION: Inspections shall be made in accordance with the consent of the occupant(s) who is/are of legal age to grant such consent, or, absent tenant consent, with the Operator's consent or with a court order, unless there is reason to believe that a violation exists which poses an immediate threat to health or safety, requiring inspection and abatement without delay. Failure to grant consent on the part of the Operator after proper notice shall constitute a violation of this ordinance.

FAILURE TO MEET STANDARDS AND RIGHT TO CURE: In the event that the inspection(s) of a Rental Property does not result in a satisfactory result, the Operator shall cause all necessary repairs or corrections to be made as per the Township notice of violation or provide proof that the Operator has commenced legal or administrative proceedings to cure the violation. Prior to the issuance of a summons, the Operator shall have, consistent with state statute, thirty (30) days to cure non-health and safety related violations and ten (10) days to cure health and safety related violations, other than overcrowding, for which a summons may issue immediately. An Operator's failure to make repairs or corrections within the required time period may be deemed a violation of this Ordinance and every day that the violation continues shall constitute a separate and distinct violation subject to the penalty provisions herein.

OCCUPANCY: No person shall occupy or reside in any Rental Unit, nor shall the Operator permit occupancy of any Rental Unit unless the Rental Property is properly registered and the Rental Unit is identified on a properly filed Rental Property Registration Statement.

NOTICE OF OCCUPANCY: The Township shall maintain and the Operator shall post the maximum number of occupants for a Rental Unit in a conspicuous area within the Rental Unit. In every written lease for each Rental Unit, the Operator shall include a statement setting forth the maximum number of residents permitted in the unit and the location of designated and permitted sleeping areas.

VIOLATIONS: It shall be a violation of this Section for any person to (a) fail to file the Rental Property Registration Statement; (b) fail to post and provide the appropriate Notice(s) of Occupancy; (c) fail to cooperate with the municipality in scheduling a requested inspection; and (d) permit a Rental Property or Rental Unit to be occupied in a manner which constitutes a nuisance.

VIOLATIONS AND PENALTIES: Failure to comply with any of the provisions of this Chapter may result in the imposition of a fine in the amount of not more than \$1,250.00. In addition to the fine set forth above, the Court may impose imprisonment for a term not exceeding 90 days, or a period of community service not exceeding 90 days, or both. It shall be deemed a separate and distinct violation, subject to the penalty provisions of this Ordinance, for each and every day that such violation continues and for each and every rental property and/or rental unit for which the violation continues.

TABERNACLE TOWNSHIP RENTAL APPLICATION

DATE OF REGISTRATION: _____ REGISTRATION NUMBER: _____

THE INITIAL REGISTRATION FEE IS \$50.00. RENTAL PROPERTIES WITH MORE THAN ONE UNIT WILL BE CHARGED AN ADDITIONAL \$50.00 FOR EVERY ADDITIONAL UNIT. TOTAL UNITS AT THIS PROPERTY IS: _____

RENTAL PROPERTY ADDRESS: _____

UNIT #, FLOOR # OR DESCRIPTION: _____

BLOCK: _____ LOT: _____ FLOOR PLAN PROVIDED: YES _____ NO _____

HEATING SOURCE (CIRCLE ONE): NATURAL GAS / ELECTRIC / FUEL OIL / OTHER: _____

OWNER OF RECORD PROPERTY INFORMATION	
NAME OF OWNER OF RECORD	_____
MAILING ADDRESS	_____
AGENT OR CONTACT NAME	_____
TELEPHONE NUMBER OF OWNER	_____

MANAGING AGENT INFORMATION (REQUIRED)	
NAME	_____
MAILING ADDRESS	_____
PHYSICAL ADDRESS IF DIFFERENT FROM MAILING	_____
NAME OF AGENT/CONTACT	_____
TELEPHONE PHONE NUMBER OF AGENT OR CONTACT	_____
EMAIL ADDRESS	_____

TENANT INFORMATION

TENANT NAME: _____ PHONE: _____ GENDER: M F

TENANT NAME: _____ PHONE: _____ GENDER: M F

TENANT NAME: _____ PHONE: _____ GENDER: M F

TENANT NAME: _____ PHONE: _____ GENDER: M F

TENANT NAME: _____ PHONE: _____ GENDER: M F

OFFICE USE ONLY:

DATE RECEIVED: _____ AMOUNT RECEIVED: _____ CHECK #: _____ CASH: _____

DATE COPIED TO CONSTRUCTION/ZONING OFFICE: _____

TAXES CURRENT: YES _____ NO _____ HOUSING OFFICIAL APPROVAL: YES _____ NO _____

INSPECTION DATE: _____ INSPECTED BY: _____

NOTES: _____

**TOWNSHIP OF TABERNACLE
BURLINGTON COUNTY, NEW JERSEY**

ORDINANCE 2014-4

**AN ORDINANCE OF THE TOWNSHIP OF TABERNACLE, COUNTY OF
BURLINGTON AND STATE OF NEW JERSEY ESTABLISHING RENTAL
PROPERTY REGULATIONS AND LICENSING REQUIREMENTS**

WHEREAS, N.J.S.A. 46:8-28, et seq. mandates the registration of rental units with the State of New Jersey or with the municipality wherein the rental unit is situated; and

WHEREAS, municipalities are authorized to regulate buildings used for sleeping, lodging and occupancy purposes, including but not limited to boarding houses, rooming houses, and rental housing of living units under N.J.S.A. 40:52-1, et seq.; and

WHEREAS, N.J.S.A. 40:48-2.12(a) authorizes the governing body of any municipality to make, amend, repeal and enforce ordinances to regulate buildings and structures and their use and occupation, to prevent and abate conditions therein harmful to the health and safety of the occupants of said buildings and structures and the general public in the municipality; and

WHEREAS, it has come to the attention of the governing body that a number of rental units within the Township of Tabernacle are overcrowded and unsupervised by the landlord, creating harmful conditions to the health and safety of the occupants and the general public; and

WHEREAS, the problems are exacerbated by absentee landlords who do not properly manage or supervise their rental properties; and

WHEREAS, conditions such as overcrowding, noise complaints and code violations have caused and continue to cause the Township to incur considerable expense in its enforcement efforts and to have a deleterious effect on the quality of life of Township residents; and

WHEREAS, the Township Committee has determined that it is necessary to require persons who engage in the business of offering property for rent to obtain a license and file a registration statement in order to protect the public health and safety; and

WHEREAS, to assist the Construction Official or Zoning Officer in effectively fulfilling their responsibilities, it is necessary to identify all rental properties and the number and names of all tenants therein in order to properly regulate the rental properties, enforce all the laws, ordinances and regulations, safeguard the health and safety of all residents of Tabernacle and ensure the proper management of rental properties; and

WHEREAS, the Township Committee of the Township of Tabernacle believes it is in the public interest to register and license all rental properties and to provide for the establishment of additional regulations of rental properties which will identify all rental properties, owners, managing agents and tenants in order to ensure the safety of all tenants and the quality of life for all residents in the Township of Tabernacle.

**TOWNSHIP OF TABERNACLE
BURLINGTON COUNTY, NEW JERSEY**

NOW, THEREFORE, BE IT ORDAINED as follows:

Section I – DEFINITIONS

"**Occupants**" or "**Tenants**" shall mean those persons who have leased the Rental Unit from the Owner regardless of the type of tenancy under which they occupy the unit and any person residing in the Rental Property.

"**Owner**" shall mean any person who owns any legally cognizable interest in any Rental Property including but not limited to outright ownership, ownership through a trust, estate, partnership, corporation or limited liability company.

"**Rental Property**" shall mean any structure or building which contains one or more individual residential rental units other than Owner Occupied Rental Units.

"**Rental Unit**" shall mean and include that portion of a dwelling, building or structure rented or offered for rent, for living and dwelling purposes to individuals or family units.

"**Reside**" shall mean to live or dwell permanently or continuously for five (5) or more days; to occupy a place as one's domicile.

"**Owner-Occupied**" shall mean the owner uses the dwelling as their primary residential living unit.

"**Annual Fee**" shall mean the fee for the registration year.

"**Operator**" shall mean any person(s), estate, trust, corporation or business entity that is an Owner and offers a Rental Unit to the public for rent or the Owner's agent, if any.

"**Nuisance**" shall mean three (3) or more convictions for violating the Township's property maintenance code.

Section II –LICENSING/ RENTAL PROPERTY REGISTRATION STATEMENT

1. **RENTAL PROPERTY REGISTRATION STATEMENT:** Prior to offering a Rental Unit to the public for rent, the Owner of the Rental Unit shall file an annual Rental Property Registration Statement with the Township Clerk. Once received along with the required registration fee by the Township Clerk, the statement shall constitute a valid license to operate the described rental unit for the prescribed term. The Township Clerk shall provide a copy of all valid licenses to the Township Construction and Zoning Officials, the Fire Chief, the Rescue Squad Chief and to the local School Boards.

The filing of such a Registration Statement shall be in lieu of filing any Business Registration otherwise required for the rental unit by the owner of the rental unit pursuant to Tabernacle Township Revised Ordinances at Section 4-5. All dwelling units/trailers which are properly registered in any mobile home park and all temporary farm labor housing units are exempt from any requirement to file a Rental Property Registration Statement as such is required hereunder.

2. **RENTAL PROPERTY REGISTRATION STATEMENT FILING:** The Rental Property Registration Statement shall be filed on or before January 15th of each calendar year and will expire on January 14th of each year.

3. **RENTAL PROPERTY REGISTRATION STATEMENT CONTENTS:** The Rental Property Registration Statement shall include:

**TOWNSHIP OF TABERNACLE
BURLINGTON COUNTY, NEW JERSEY**

i. the name of the Operator and contact information (including telephone number) for the Operator, including the name and address of a person who resides in New Jersey and who is authorized to accept notices from a tenant and/or a municipality (including service of legal process) on behalf of the record owner.

ii. the name and address of the Operator's managing agent, if any, and if applicable, the name, address and telephone number of the superintendent, janitor, custodian or other person employed to provide regular maintenance services, and 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 or unit, including the making of repairs.

iii. the name and gender of each adult named in the written or verbal lease for the Rental Unit and each adult known by the Operator to be residing in the Rental Unit.

iv. upon initial registration of each Rental Unit, the Operator shall provide a floor plan of the unit, which shall depict the number, dimensions and location of each room in the unit. No space shall be used for sleeping purposes which has not been so designated as a sleeping area on the sketch provided by the owner and approved by the Construction Official or Zoning Officer which shall be on file with the Construction Official or Zoning Officer. If there has been no change in the floor plan since the prior submission of a Registration Statement, the Operator may provide a certification to the Township to that effect. If such a certification is provided, the Operator shall not be required to provide an additional floor plan in subsequent years.

4. RENTAL PROPERTY REGISTRATION STATEMENT UPDATES: In the event a tenancy changes during the year, the Operator shall, within 30 days of the change in tenancy, provide an updated Rental Property Registration Statement for every Rental Unit in which a change in tenancy has occurred. This shall be in addition to the requirements for obtaining a Certification of Occupancy for the change of the tenancy. There shall be no additional charge for submitting this Registration Statement update.

5. REGISTRATION STATEMENT FEE: On an annual basis, each Operator will be required to pay a single Registration Statement Fee for each and every Rental Property. (the "Registration Statement Fee"). The initial Registration Statement Fee shall be fifty dollars (\$50.00) and then as detailed in the Township's fee Ordinance as modified from time to time. Rental properties with more than one rental unit will be charged an additional fifty dollars (\$50.00) for every additional rental unit existing in the Rental Property.

Section III – INSPECTION OF RENTAL PROPERTY

1. INSPECTION OF RENTAL PROPERTY: All Rental Properties may be inspected by persons or agencies duly authorized by the Township for inspections for purposes of determining Zoning Ordinance compliance and to determine if the Rental Property or Rental Unit complies with applicable ordinances, statutes and regulations, including but not limited to, the Property

**TOWNSHIP OF TABERNACLE
BURLINGTON COUNTY, NEW JERSEY**

Maintenance Code, Health Code, Housing Code and Fire Code. Nothing contained in this section shall limit the Operator's obligation to make payment of the Registration Statement fee and to file Registration Statement(s) in compliance with Sections II.

2. TIMING AND LOCATION OF INSPECTIONS: The Township shall provide notice to affected Operators at the address given on the Registration Statement, of the scheduling of inspections. In that notice, the Township shall identify each property to be inspected and the date and time that the property will be subject to inspection. Absent good cause shown by the Licensed Registered Operator, the inspection of the identified Rental Property shall take place on the noticed date and time. Notice of the inspection schedule shall be made by mailing the Operator's authorized agent such notice. It shall be the obligation of the Operator to notify the tenant of the scheduled inspection.

3. REQUIREMENT TO COOPERATE: Upon proper notice, the Operator and tenant(s) shall make the Rental Property available for such inspections. The Operator and tenant(s) have a duty to cooperate in facilitating these inspections. It is understood that it may be necessary to reschedule inspection appointments based on scheduling conflicts with the operators and/or the tenants. Inspection appointments may be changed upon two weeks' notice. In the event a mutually convenient time and date cannot be agreed upon between the tenant, operator and inspector, the inspector shall have the authority to schedule the appointment to meet the inspector's schedule and the Operator shall cooperate and allow the inspection.

4. METHOD AND COST OF INSPECTION: Inspections shall be made in accordance with the consent of the occupant(s) who is/are of legal age to grant such consent, or, absent tenant consent, with the Operator's consent or with a court order, unless there is reason to believe that a violation exists which poses an immediate threat to health or safety, requiring inspection and abatement without delay. Failure to grant consent on the part of the Operator after proper notice shall constitute a violation of this ordinance.

5. FAILURE TO MEET STANDARDS AND RIGHT TO CURE: In the event that the inspection(s) of a Rental Property does not result in a satisfactory result, the Operator shall cause all necessary repairs or corrections to be made as per the Township notice of violation or provide proof that the Operator has commenced legal or administrative proceedings to cure the violation. Prior to the issuance of a summons, the Operator shall have, consistent with state statute, thirty (30) days to cure non-health and safety related violations and ten (10) days to cure health and safety related violations, other than overcrowding, for which a summons may issue immediately. An Operator's failure to make repairs or corrections within the required time period may be deemed a violation of this Ordinance and every day that the violation continues shall constitute a separate and distinct violation subject to the penalty provisions herein.

6. FAILURE TO COMPLY WITH REQUESTED INSPECTION: The refusal of entry for a properly noticed Inspection shall be a violation of the within Section for which a summons may issue.

Section IV – OCCUPANCY

**TOWNSHIP OF TABERNACLE
BURLINGTON COUNTY, NEW JERSEY**

1. **OCCUPANCY:** No person shall occupy or reside in any Rental Unit, nor shall the Operator permit occupancy of any Rental Unit unless the Rental Property is properly registered and the Rental Unit is identified on a properly filed Rental Property Registration Statement.

2. **NOTICE OF OCCUPANCY:** The Township shall maintain and the Operator shall post the maximum number of occupants for a Rental Unit in a conspicuous area within the Rental Unit. In every written lease for each Rental Unit, the Operator shall include a statement setting forth the maximum number of residents permitted in the unit and the location of designated and permitted sleeping areas.

3. **VIOLATIONS:** It shall be a violation of this Section for any person to (a) fail to file the Rental Property Registration Statement; (b) fail to post and provide the appropriate Notice(s) of Occupancy; (c) fail to cooperate with the municipality in scheduling a requested inspection; and (d) permit a Rental Property or Rental Unit to be occupied in a manner which constitutes a nuisance.

Section V -- EXCEPTIONS

Exceptions. The provisions of the Chapter shall not apply to Public Housing Authorities, Not For Profit Housing Corporations, and rental property restricted to senior housing or housing for the developmentally disabled.

Section VI – VIOLATIONS AND PENALTIES

Violations and Penalties. Failure to comply with any of the provisions of this Chapter may result in the imposition of a fine in the amount of not more than \$1,250.00. In addition to the fine set forth above, the Court may impose imprisonment for a term not exceeding 90 days, or a period of community service not exceeding 90 days, or both. It shall be deemed a separate and distinct violation, subject to the penalty provisions of this Ordinance, for each and every day that such violation continues and for each and every rental property and/or rental unit for which the violation continues.

Section VII – SEVERABILITY

If any part of this Ordinance shall be deemed invalid for any reason, including but not limited to the passage of laws, such section shall be deemed severable and the invalidity thereof shall not affect the remaining part of this Ordinance.

Section VIII

Any Ordinance or portions thereof which are inconsistent with the provisions of this Ordinance are hereby repealed and superseded.

Section IX

This Ordinance shall take effect upon final passage and publication in accordance with Law.

State of New Jersey
County of Burlington

} SS.

TABERNACLE TWP
163 CARRANZA RD
VINCENTOWN, NJ 08088

Ad Content Proof

NOTICE OF
INTRODUCTION
TOWNSHIP OF TABERNACLE

ORDINANCE 2014-4

AN ORDINANCE OF THE TOWNSHIP OF TABERNACLE, COUNTY OF BURLINGTON AND STATE OF NEW JERSEY ESTABLISHING RENTAL PROPERTY REGULATIONS AND LICENSING REQUIREMENTS.

NOTICE IS HEREBY GIVEN that the foregoing ordinance was introduced and passed by the Township Committee on first reading at a meeting of the Township Committee on the 11th day of August, 2014. The purpose of this ordinance is to establish rental property regulations and licensing requirements. This ordinance will be further considered for final passage at the next meeting of the Township Committee on August 25, 2014 at 8:00 PM and held at the Municipal Building, 163 Carranza Road, Tabernacle, New Jersey 08088. Any person desiring to be heard upon the same will be given the opportunity. Copies are available in the office of the Township Clerk.

Eileen Baitzel
Deputy Township Clerk

Adv. Fee: \$25.76
ECT: Aug. 14, 2014
Aff. Chg: \$20.00

2-096512006
0006678420-01

Rachel Dougherty being duly sworn or affirmed according to law, deposes and says that she is the Legal Billing Coordinator of the BURLINGTON TIMES, INC. Publisher of the "Burlington County Times" and that a copy of a notice published in such paper on

.....
August 14, 2014
.....

appears hereto, exactly as published in said newspaper


LEGAL BILLING CO-ORDINATOR

Sworn and subscribed to before me this 14th day of August 2014 A.D.

Affirmed and subscribed to me before me this 14th day of August 2014 A.D.



Ann Clark
My Commission expires on
May 04, 2015

State of New Jersey
County of Burlington

} SS.

Ad Content Proof

NOTICE OF ADOPTION
TOWNSHIP OF TABERNACLE

ORDINANCE 2014-4

AN ORDINANCE OF THE
TOWNSHIP OF TABERNACLE,
COUNTY OF BURLINGTON AND
STATE OF NEW JERSEY
ESTABLISHING RENTAL
PROPERTY REGULATIONS AND
LICENSING REQUIREMENTS.

NOTICE IS HEREBY GIVEN that the foregoing ordinance was finally adopted by the Township Committee of the Township of Tabernacle, County of Burlington at a regular meeting of said Committee, held on the 25th day of August, 2014 after a public hearing was held.

Eileen Baitzel
Deputy Township Clerk

Adv. Fee: \$17.94
BCT: Aug. 28, 2014
Aff. Chg: \$20.00

TABERNACLE TWP
163 CARRANZA RD
VINCENTOWN, NJ 08088

2-096512006
0006685071-01

Rachel Dougherty being duly sworn or affirmed according to law, deposes and says that she is the Legal Billing Coordinator of the BURLINGTON TIMES, INC. Publisher of the "Burlington County Times" and that a copy of a notice published in such paper on

.....
August 28, 2014
.....

appears hereto, exactly as published in said newspaper


LEGAL BILLING CO-ORDINATOR

Sworn and subscribed to before me this 28th day of August 2014 A.D.

Affirmed and subscribed to before me this 28th day of August 2014 A.D.



Ann Clark
My Commission expires on
May 04, 2015