



Glassboro Health & Housing Department
10 S. Poplar Street Glassboro, NJ 08028
Katy Harrell (856) 881-9230 Ext. 88140
Kharrell@glassboro.org

Dear Rental Property Owner:

Applications for rental registration for the **2024-2025** rental period can be picked up at the office, requested via email to Kharrell@glassboro.org, or printed online at www.glassboro.org/health-housing. Completed applications and fees are due prior to July 31, 2024, unless you are changing tenants prior to this date (see #1 below). **Fees remain \$160.00 per unit**.** **Any applications received after July 31, 2024 may be subject to a \$50.00 late fee (per unit).** Please be sure the rental application is complete with all requested information. Incomplete or improperly completed applications will be returned and may cause applicant to be subject to late fees.

Please see below for important information:

1. **INSPECTIONS.** Inspections are required on ALL units on a yearly basis. **Inspections must be completed prior to changes in occupancy;** if there is no change or tenancy changes by less than 50%, a safety inspection will be done. **Be prepared to schedule inspection at time of submission of the application.**
2. **PLEASE NOTE-** the condition of the property at the time of inspections should be close to move-in ready. We will no longer start inspections on units that are in unready condition. If the unit is not ready for inspection, you will need to reschedule. This may cause delays in your move-in date.
3. **YEARLY REGISTRATION-** All rental properties must be registered on an annual basis. The rental calendar begins on July 1st and end on June 30th of each year. We do NOT pro-rate registrations.
4. **VIOLATIONS.** All violations **MUST** be corrected by the date provided on your inspection report.
 - a. **It is YOUR responsibility to call and schedule your inspection and any subsequent re-inspections. Failure to do so may result in a summons to appear in court.**
 - b. If this is a new rental or 'change of tenant' rental inspection, you are **NOT** permitted to move tenants in without an inspection and re-inspection (if needed) to verify abatement of safety related violations.
 - c. If this is a safety inspection, you have 7 days to correct and call for re-inspection to verify abatement of any safety related violations.
 - d. For all non-safety related violations, you have 30 days to call for re-inspection to verify abatement.
5. **TENANT ASSISTANCE-**If your tenant is receiving housing assistance, it is your responsibility as the Landlord to contact our office to request the Social Service letter.
6. **FLOOR PLANS.** Please provide an updated floor plan. The floor plan should include the size of all bedrooms and common areas. Please retain a copy for your records should they be requested again.
7. **PERFORMANCE STANDARDS.** Please be aware- effective 2023, the State of NJ is requiring two new standards be met. Property owners must now provide proof of Liability Insurance (P.L. 2022, Chapter 92) **AND** provide proof of a completed and 'passed' Lead Based Paint Hazard Inspection certification for all units built prior to 1978 (P.L. 2021, c182)

Property owners may choose between two types of lead certifications- A one-time "Lead Free" certification, which once passed, would exempt the property from needing to be inspected and certified again, OR a "Lead Safe" certification which would require a bi-yearly re-certification.

****For any property owner who doesn't provide this office with either type of lead certification, a visual inspection will be conducted by this office at an additional \$40 cost to the normal rental registration fee. Please refer to the Borough of Glassboro Code Book, Chapter 379 for more information.**

Please note: We understand the sensitive timing of a rental turnover. However, we will not accept applications for rentals without ALL pertinent information on the application or on file. This could potentially cause a late fee and/or delay your ability to move tenants in. Please be sure to have ALL information necessary to register the rental. Per Borough Ordinance, moving tenants in without proper approval, failure to abate violations, and/or failure to call and schedule your inspection/re-inspections may result in a summons to appear in court.

If you have any questions, please do not hesitate to contact this office.

Sincerely,
Raymond DiClaudio
Chief Housing Officer

Common Violations To Rental Properties

Please make note of these common violations and suggestions that will help ensure a smooth rental year for tenants, property owners, neighbors, and the Code Office. I suggest leaving this page for tenants to view.

Trash and Trash Collection:

1) Tenants and/or property owners that fail to keep a clean, sanitary exterior will be issued a summons to appear in court. PM 366 (302.1). *Even if the trash on your property was not placed there by you, it is still your responsibility to maintain a clean environment. Please help keep a clean community by removing any trash and debris from your residence including the curb line and property boundaries.

2) ALL trash MUST be put out for collection weekly using proper Borough totes. B.O. 408.3. Recycling. Green totes are for trash. Blue totes are for recycling. Plastic bags DO NOT go in the blue totes. If you have questions as to what type trash goes in which tote, please contact the Highway Dept. at (856)881- 8422.

3) Trash receptacles may be placed at the curb the day before collection, but no earlier than 3pm. ALL trash receptacles (and any uncollected trash) must be returned from the curb the same day as collection. If waste spills from an overstuffed receptacle, it is the tenants' responsibility to clean it up immediately.

*Increasingly, tenants moving out of a property will put trash at the curb on a non-collection date and the trash will sit for days, or worse, blow down the street onto neighboring properties. This is not permitted. There will be no warnings and tickets will be issued to the property owner. PLEASE discuss this with your tenants.

Please have tenants start throwing known 'move-out' trash away a few weeks prior to moving out. Splitting the trash among multiple weeks will also have a positive impact on the appearance of our neighborhoods.

4) Grass, leaves, or other yard waste will not be collected in plastic bags. This type of debris must be placed in a trashcan that can be dumped (not the Borough issued receptacles) or biodegradable bags.

Parking:

Parking any type of vehicle anywhere other than an approved driveway (examples- grass, dirt, patio, blocking a sidewalk/walkway, etc.) is not permitted. B.O. 445- 54.1

Some streets are Permit Parking Zones. These zones require permits to park on the street. B.O. 445- 57.

*Permits are only required from Labor Day to Memorial Day. Permits can be acquired from the Code Office by the property owner. Applications for permits can be found online at <https://www.glassboro.org/health-housing>. Permit colors change from year to year, so please discuss with your tenants the need for updated permits. Vehicles using an expired tag will be issued a citation. These permits DO NOT grant permission to park overnight from the hours of 2am – 6am. You may request overnight parking online at www.frontlineps/glassboro.

Property Maintenance:

Grass/Weeds must be maintained free from growth in excess of 8 inches. PM 366 (302.4)

Snow must be cleared from sidewalks within 48 hours of most snowfalls. See B.O. 402-1 for full details.

Rental Signs: As a reminder, signage on residential properties advertising rentals is governed by the Borough's Land Use Regulations. Please see Chapter 107-63.1D(4) in the Borough Code Book for the full ordinance.

(a) – Temporary real estate signs. Real estate signs temporarily advertising the sale, rental or lease of the premises shall be, if not attached to the building, set back at least 1/2 the building setback but need not exceed 15 feet from any street and property line. Signs shall not exceed six square feet for residential... Signs shall be removed within 15 days after the completion of the matter being advertised. No more than one sign shall be permitted along each street on which the building has frontage. Real estate signs shall be permitted only on the lot which the sign is advertising.



GLASSBORO HEALTH & HOUSING DEPARTMENT

10 S Poplar Street, Glassboro, NJ, 08028
Phone: 856-881-9230 Ext. 88140 Fax: 856-863-4690
Katy Harrell Kharrell@glassboro.org

Name/ Date: _____
Floor Plans: _____
Database: _____
Fee: _____
Inspection Date: _____
Lead Fee: _____

All information that changes during this rental cycle must be updated with this office immediately prior to any changes.

RENTAL FACILITY REGISTRATION

The undersigned does hereby make registration to own and operate a rental facility within the Borough of Glassboro. Please fully complete **ALL** of the information in legible print. If you live outside Gloucester County, you are required to provide an approved affidavit of registered agent. Such agent must meet the requirements of B.O. 379 and a signed, notarized affidavit shall be included with this rental application. (If you have more than one rental property/unit, please use separate applications.)

Name of Owner (if LLC, provide a contact name): _____

Owner's Drivers License Number (required): _____

Physical Address: _____

City, State, Zip: _____

Owners Home Phone: _____ Work: _____ Cell: _____

Email Address: _____

Rental Location: _____ **Year Built:** _____

Block: _____ Lot: _____ # of Units: _____ # of Occupants: _____

Proof of Liability Insurance provided: _____. Proof of Lead Based Paint Inspection provided: _____. Type: Lead Free OR Lead Safe

REQUIRED- Please submit: Full Name, Drivers License Number and Date of Birth for ALL OCCUPANTS- INCLUDING CHILDREN. (Copies of DL# preferred). Attach additional sheet if needed. (PLEASE DO NOT WRITE "SAME AS LAST YEAR")

Are all tenants listed the same as previous year? _____. If not all the same, is this a full change of tenants? _____

If this is a partial change of tenants, please identify: Number of new tenants _____ Number of same tenants _____

Lease start and end dates: _____

Registered Agent, Address and Phone Number (required only if LL does not live within Gloucester Co. Attach notarized affidavit):

Signature of Owner: _____ **Date:** _____

THE FOLLOWING IS ALSO REQUIRED: A FLOOR PLAN WITH DIMENSIONS OF EACH ROOM IN THE RENTAL UNIT.

INCOMPLETE REGISTRATIONS WILL BE RETURNED AND MAY BE SUBJECT TO LATE FEES.

Registration fee: *\$160.00* per unit includes one inspection and one re-inspection annually. All subsequent re-inspections are *\$35.00*. An additional \$40 visual lead inspection charge may apply, if Lead Free or Lead Safe certificate is not provided. All fees are payable before scheduling inspection.



**BOROUGH OF GLASSBORO
GLASSBORO HEALTH & HOUSING DEPARTMENT
10 S POPLAR ST. GLASSBORO, NJ 08028
KATY HARRELL
(856) 881-9230 EXT. 88140
KHARRELL@GLASSBORO.ORG**

**LANDLORD REGISTRATION STATEMENT
N.J.S.A. 46:8-26 ET.SEQ.**

Block: _____ **Lot:** _____

- 1. RENTAL PROPERTY ADDRESS:**

- 2. OWNERS NAME AND ADDRESS:**

- 3. OWNERS PHONE NUMBER:**

- 4. NAME AND ADDRESS OF REGISTERED AGENT AND CORPORATE OFFICERS, IF OWNER IS CORPORATION:**

- 5. NAME AND ADDRESS OF COUNTY AGENT, IF OWNER IS NOT A RESIDENT OF THE COUNTY:**

- 6. MANAGING AGENT:**

- 7. MANAGING AGENTS PHONE NUMBER:**

- 8. REGULAR MAINTENANCE PERSONNEL CONTACT:**

- 9. RECORDED MORTGAGE HOLDERS:**

- 10. DATE OF PREPARATION OF STATEMENT:**

LANDLORD SIGNATURE

Landlordregstatement: