

Revised: 8/12/25

GALLOWAY TOWNSHIP

300 East Jimmie Leeds Road, Galloway Township, N.J. 08205
(609) 652-3700 ext.201 Fax (609) 652-2027
E-Mail: dohagan@gtnj.org

APPLICATION FOR RENTAL CERTIFICATE OF OCCUPANCY

DATE: _____ BLOCK _____ LOT _____ C _____ YEAR BUILT: _____

INSPECTION ADDRESS: _____

OWNERS NAME: _____

OWNERS ADDRESS: _____
PHONE # _____

OWNERS E-MAIL ADDRESS: _____ (MUST SUPPLY)

OCCUPANTS NAMES:

1.	4.
2.	5.
3.	6.

CONTACT PERSON TO SCHEDULE APPOINTMENT: _____

PHONE # _____

SIGNATURE OF OWNER OR AGENT _____

- You must supply this office with a copy of the current/updated lease and proof of liability insurance.
- You must have all of the required documents at the time of submitting the application.
- The state of New Jersey now requires all landlords of one or more rental units to maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence. If you want more information on this topic please ask this office.
- All rental units constructed prior to 1978 must comply with the Lead Based Paint Hazard Law and pay an additional Lead inspection fee (\$30.00) and a Lead Hazard fee (\$20.00) when applicable.
- When a rental unit has a fireplace, a chimney certification by a licensed professional must be submitted; also certification that the dryer vent has been cleaned or have page 3 notarized.

Receipt For Office Use ONLY

\$50.00 pd. - Cash or Check # _____

\$30.00 Lead Inspection Fee – Cash or Check # _____ or N/A

\$20.00 Lead Hazard Control Fund - Cash or Check # _____ or N/A

Date of Inspection _____ AM or PM

Lock Box # (if vacant) _____

Office Reference # _____

Landlord Registration Statement (N.J.S.A. 46:8-28)

Address of Property: _____

A) 1. Name and address of record owner of premises:

2. Name and address of Record Owner of Rental Business:

B) Name and Address of Registered Agent and Corporate Officers of the Said Corporation:

C) Name and address of person authorized to accept notices from tenants and to issue receipts therefore and to accept service of process: **MUST BE ATLANTIC COUTNY RESIDENT**

D) Name and address of managing agent:

E) Superintendent, janitor or custodian name and address:

F) Name, address and telephone number of person to contact in event of an emergency:

G) Name and address of holder of a recorded mortgage:

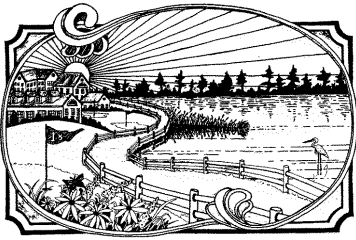
H) Name and address of fuel oil dealer & grade of oil:

Landlord's Signature

Date

Requirements

- Dwellings built before April 4, 1991, smoke detectors are required on each level; including the basement; and within the vicinity of each separate sleeping area.
- If built after April 4, 1991 smoke detectors are required to be in each bedroom 110 volt interconnected with battery backup.
- Carbon Monoxide Alarm must be installed within 10 feet of the sleeping area(s).
- For condos there must be a portable Fire Extinguisher, min. 2A-10BC 2 ½ to 5 lbs. dry chemical within 10ft. of the kitchen mounted on the wall.
- If the Smoke and/or Carbon Monoxide detector(s) are more than 10 years old they must be replaced.



GALLOWAY TOWNSHIP

Department of Housing
300 East Jimmie Leeds Road
Galloway Township, N.J. 08205
(609) 652-3700 ext.201 Fax (609) 652-2027

**LANDLORD
FIREPLACE AND DRYER VENT
CERTIFICATION
(ORDINANCE #153-11.2H)**

I _____, OWNER/LANDLORD/MANAGING AGENT OF
PROPERTY LOCATED AT _____
DO CERTIFY THE FOLLOWING:

_____ DRYER AND DRYER VENT HAVE BEEN INSPECTED, CLEANED AND ARE IN
PROPER WORKING CONDITION.

_____ WOOD BURNING FIREPLACE/CHIMNEY HAVE BEEN INSPECTED AND CLEANED
AND ARE IN PROPER WORKING CONDITION.

I TAKE FULL RESPONSIBILITY FOR THIS EQUIPMENT AND ANY REPAIRS WHICH MAY NEED
TO BE MADE ON A YEARLY BASIS.

SIGNATURE

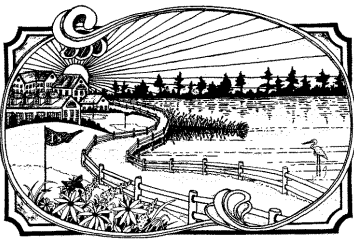
DATE

NOTARY SIGNATURE

DATE

SEAL:

SWORN AND SUBSCRIBED BEFORE
ME THIS _____ DAY OF _____ 20 _____



GALLOWAY TOWNSHIP

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LEAD LAW INFORMATION:

- What are the requirements of municipalities under P.L. 2021, c. 182?

The law imposes an obligation on municipalities to perform or hire a certified lead evaluation contractor to perform inspections of certain single-family, two-family, and multiple rental dwellings for lead-based paint hazards every three years or upon tenant turnover where there is no valid lead-safe certification. Municipalities must permit dwelling owners/landlords to directly hire a certified lead evaluation contractor for this purpose.

- What are the requirements of property owners under P.L. 2021, c. 182?

If lead-based paint hazards are identified, then the owner of the dwelling shall remediate the hazards through abatement or lead-based paint hazard control mechanisms. Property owners must also report all tenant turnover activity to the municipality. Lastly, property owners must provide a copy of N.J.A.C. 5:28A, any lead-safe certifications, and the accompanying guidance document, Lead-Based Paint in Rental Dwellings, to any prospective owners of the dwelling during the real estate transaction, settlement, or closing.

- Examples of exempt dwellings.

* Dwellings that were constructed during or after 1978.

* Dwellings that have been certified to be free of lead-based paint pursuant to N.J.A.C. 5:17-3.6(b).

- What is the periodic inspection procedure?

After the initial inspection, all units shall be inspected for lead-based paint hazards every three years, or upon tenant turnover, whichever is earlier. An inspection upon tenant turnover is not required if the owner has a valid lead-safe certificate. Lead-safe certificates are valid for two years. If the lead-safe certificate has expired, and there will be a tenant turnover, an inspection will be necessary before the three-year inspection.

- What is a visual assessment?

A visual assessment is an examination of all painted building components for deteriorated paint or visible surface dust, debris, or residue. The inspector should also look for paint chips or dust from painting activities that were not cleaned up and paint residue on floors.

- What investigations are required under the Act?

Municipalities are authorized to conduct investigations and issue penalties to enforce a property owner's failure to comply with the requirements of P.L.2021, c.182. If a municipality determines that a property owner has failed to comply with the requirements of this law, the property owner must be given 30 days to cure any violation by ordering the necessary inspection or by initiating remediation.

- What are the penalties for failure to comply with the Act?

If the dwelling owner has not cured the violation within 30 days, the owner shall be subject to a penalty not to exceed \$1,000 per week until the required inspection has been conducted or remediation efforts have been initiated.

If you would like more detailed information about this law please ask our office for a copy.