



MANCHESTER TOWNSHIP
1 COLONIAL DRIVE • MANCHESTER, NJ 08759 • (732) 657-8121
DEPARTMENT OF INSPECTIONS, LAND USE & PLANNING

GARY T. SYLVESTER
DIRECTOR

JOSEPH T. HANKINS
MAYOR

New Jersey Uniform Fire Code
Certificate of Smoke Alarm & Carbon Monoxide Alarm Compliance
One and Two Family or Attached Single Family Dwellings

Rental Inspection Application

A. BUREAU INFORMATION – APPLICANT: Complete Section A ONLY. Please Print.

Payments: [] \$100.00 Inspection [] \$300.00 Inspection – Next Working Day

*** TENANT INFORMATION MUST BE PROVIDED ***

*** Units deficient for a Smoke Alarm & Carbon Monoxide device will result in a \$100 Re-inspection Fee ***

CHECKS MADE PAYABLE TO: MANCHESTER TOWNSHIP

ALL FEES ARE NON-REFUNDABLE.

\$50.00—Re-inspection Fee for Missed Appointment. A failed re-inspection shall result in an additional \$100.00 fee.

Year Built: *** If built prior to 1978 – a Lead certificate is required. ***

Block: Lot: Village or Co-Op: Number of Bedrooms:

Address of Inspection:

Owner Name: *** A copy of the Landlord Driver's License is Required ***

(If Owner is LLC, must include name & identification of registered agent.)

Address (if different from above):

City and State: Telephone:

Contact Person Handling Inspection (if different from above):

Address: City and State: Telephone:

Tenant Name(s):

Tenant Phone Number: Landlord Registration on File: [] Yes [] No

Email REQUIRED (for notification purposes):

Dwelling: Vacant [] Occupied [] Basement [] Crawl Space [] Slab [] Attic []
Smoke Alarm(s): Hardwired Single Station [] Hardwired Interconnected [] Battery Operated [] Wi-Fi []
Water Service [] Municipal [] Well If yes, Cert. Provided? [] Carbon Monoxide Alarm(s): []
Fireplace/Chimney [] No [] Yes If yes – cert. provided? [] Gen. Liability Insurance received? []

Open Permits: [Yes] [No] Permit Number:

*** Properties with open permits cannot accelerate fees ***

B. FOR OFFICE ONLY

Collected by: Check No.: Cash: Receipt No.:

Date Received: Inspection Date:



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To All Homeowners, Residents, Buyers, Sellers, Realtors, & Builders
Please Read and Initial Each Box and Sign Below:

- Please be reminded that no dwelling unit may be occupied until a Certificate of Re-occupancy approval has been issued by this Department.
- Please also take note that units deficient for a Smoke Alarm and/or Carbon Monoxide detector will result in a \$100 Re-inspection fee.
- A Re-inspection fee of \$50 will also be charged for missed appointments and locked doors at no fault of the inspector.
- Accelerated fees are only applicable to the initial inspection. You may not accelerate fees for any re-inspection. Re-inspections are subject to inspector availability.
- Should a property have outstanding open permits involved, the accelerated fee inspection schedule **is not** an option and cannot be utilized until the associated permits have been closed out.
- All payments must be received by 3:00 p.m. for a next day inspection whether in person or via our on-line citizen portal.
- Due to the voluminous nature of the Department, only the person/contact handling the inspection will be provided with any/all inspection information.

Signature

Date