

**TOWNSHIP OF LAWRENCE  
DIVISION OF HOUSING  
2207 LAWRENCE ROAD  
LAWRENCE TOWNSHIP, NEW JERSEY 08648  
PHONE: 609-844-7032 FAX: 609-844-0282**

**RENTAL INSPECTION APPLICATION**

**I. OWNER INFORMATION**

<b>Name of Owner:</b>	<b>Phone:</b>
<b>Address of Owner:</b>	

**II. PROPERTY DESCRIPTION**

<b>Address of Property to Be Inspected:</b>	<b>Block:</b>	<b>Lot:</b>
<b>Approximate Age of Building:</b>	<b>Single Family</b>	<b>Two Family</b>
<b>Public Water</b> <b>Well Water</b>	<b>Is Public Water Connected?</b>	<b>Yes</b> <b>No</b>
<b>Public Sewer</b> <b>Septic System</b>	<b>Is Public Sewer Connected?</b>	<b>Yes</b> <b>No</b>

**III. REALTOR/AGENT INFORMATION (If Applicable)**

<b>Name of Realtor/Agent:</b>	<b>Phone Number:</b>
<b>Address:</b>	<b>Date Tenants Will Change:</b>

**IV. Please read the following and sign below.**

➤ It is the responsibility of the owner or the owner's agent to contact the Division of Housing in order to schedule the requested inspection. Office hours are 8:30 a.m. – 4:30 p.m. Monday through Friday. An inspection will not be scheduled until the application and fee have been received by our office. <b>NO EXCEPTIONS</b>
➤ A rental inspection is required each time there is a change in tenancy. <b><u>An inspection must be done before a new tenant can move in.</u></b>
➤ Applications <b><u>must be submitted</u></b> with the fee. Applications can be submitted in person or mailed to our office. We do not accept faxed or e-mailed applications.
➤ The Certificate of Inspection will be typed the next business day following the inspection. The certificate can be picked up in our office after 10:00 a.m. or we will mail them. We do not fax or e-mail the certificates.
<b>Signature:</b> X

**(Office Use Only)**

**V. PAYMENT**

<b>Method of Payment: \$75.00 Fee Per Unit</b>
<input type="checkbox"/> <b>Exact Cash Receipt #</b> _____ <input type="checkbox"/> <b>Check #</b> _____ <input type="checkbox"/> <b>Visa</b> <input type="checkbox"/> <b>Mastercard</b> <input type="checkbox"/> <b>Money Order #</b> _____
<b>Make checks payable to <u>Township of Lawrence</u>. Credit cards are accepted in the office only.</b>

**VI. INSPECTION**

<b>Date of Inspection:</b>	<b>Certificate #:</b>
<b>Report Issued to:</b> _____ <input type="checkbox"/> <b>Mail</b> <input type="checkbox"/> <b>Pick Up</b>	<b>Date Issued:</b>

**VII. OUTSTANDING PERMITS**
