

**APPLICATION FOR RENTAL CERTIFICATE OF OCCUPANCY  
BOROUGH OF POINT PLEASANT BEACH CODE ENFORCEMENT DEPARTMENT**

416 New Jersey Avenue, Point Pleasant Beach, New Jersey 08742

Tel: (732) 892-1118 ext. 221 [www.pointpleasantbeach.org](http://www.pointpleasantbeach.org)

Date: \_\_\_\_\_

PLEASE COMPLETE AND RETURN APPLICATION TO THE ADDRESS ABOVE. *THANK YOU.*

*Application is hereby made for inspection, approval and issuance of inspection and license for the following dwelling unit:*

Rental Property Address: \_\_\_\_\_ Apt. \_\_\_\_\_ Block/Lot \_\_\_\_\_

Full Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Home Tel.# \_\_\_\_\_

Daytime Phone No. \_\_\_\_\_

Cell Phone No. \_\_\_\_\_

Local Agent residing or doing business in Point Pleasant Beach who is authorized to accept service and/or to comply with lawful orders of the Borough Inspectors or police. \_\_\_\_\_

**OPEN PERMITS?** (Please circle) None - Building - Plumbing - Electric - Fire *(A Rental Certificate of Occupancy cannot be issued with open permits)*

**Carbon Monoxide Detector** (one on each bedroom level within 10 ft. of bedrooms), **Smoke Detectors** (on each level) & **Fire Extinguisher** (2A:10BC within 10 ft. of kitchen) **are mandatory.** (Please place all detectors in a visible location)

PLEASE **READ** "REQUIREMENTS FOR RENTAL INSPECTION BROCHURE"

*Please make checks payable to the Borough of Point Pleasant Beach*

**\$50.00 ANNUAL - NAME OF OCCUPANT** \_\_\_\_\_

(CO valid for 3 years or change of tenant, whichever occurs first) Fees are not refundable. \_\_\_\_\_ Date of Occupancy \_\_\_\_\_

or

**\$100.00 SEASONAL** (Includes Required Rental License & Certificate of Occupancy) List the name(s), permanent address and date of Tenancy on reverse of form. (CO valid for 1 year with multiple tenants) Fees are not refundable.

or

I am no longer renting this property. I will advise you if this status changes. I am aware that if I rent without a rental C.O. I may be subject to fines.

**Inspection Date: Application & payment must be received 10 business days prior to your requested inspection date**

**Inspection must take place before tenants move in**

• I will meet inspector on: \_\_\_\_\_ Between 10:00 - 3:30  
(Sorry, we are unable to make appointments for a specific time)

**PLEASE RESERVE YOUR INSPECTION DATE EARLY TO AVOID ANY INCONVENIENCE FOR YOU AND YOUR TENANTS**

• I cannot meet inspector arrangements can be made by contacting: \_\_\_\_\_  
Daytime Telephone # \_\_\_\_\_

Failure to make application for inspection and obtain a Certificate of Inspection & a Rental License for each dwelling unit prior to occupancy is punishable by a fine not to exceed \$500.00. Smoke detectors, carbon monoxide detectors & fire extinguishers must be serviced before inspection. If property has to be re-inspected for violations, a fee of \$25.00 is charged.

**Fees are not refundable**

\_\_\_\_\_  
Agent Signature / Property Owner

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CO fee \$ \_\_\_\_\_ License fee \$ \_\_\_\_\_ Check # \_\_\_\_\_ Cash \$ \_\_\_\_\_ Date Received \_\_\_\_\_