

**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 Phone No. \_\_\_\_\_ Daytime Phone No. \_\_\_\_\_ Cell 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*

**\$100.00 ANNUAL - LIST ALL NAMES OF OCCUPANTS** \_\_\_\_\_  
(CO valid for 3 years or change of tenants, whichever occurs first) Fees are not refundable. Date of Occupancy \_\_\_\_\_

**\$200.00 SEASONAL** (Includes Required Rental License & Certificate of Occupancy) List the name(s), permanent address and date of tenants on reverse of form. (CO valid for 1 year with multiple tenants) Fees are not refundable.

**OR**  
 This property is Owner Occupied.  
**Rental shall include the use of a residence by someone other than the owner even though no funds are transferred for said use.**

This property is currently VACANT. It will remain a rental. 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**  
**All inspections must take place within 30 days from the filing of the application. Tenants cannot move in without a valid C.O.**

• 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 \$50.00 is charged.

**Fees are not refundable**

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

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