



# Township of Woodbridge

John E. McCormac, C.P.A., Mayor

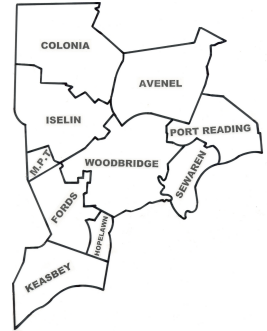
## Department of Planning and Development

"*Empowering the Community*"

Bureau of Housing

One Main Street, Woodbridge, New Jersey 07095

[www.twp.woodbridge.nj.us](http://www.twp.woodbridge.nj.us), Tel: (732) 602-6009, Fax: (732) 726-2393



### \*\*\*\*\*SAMPLE RENTAL INSPECTION LETTER\*\*\*\*\*

**OWNER NAME**  
**OWNERS ADDRESS**  
**TOWN, STATE, ZIP**

### **RE: RENTAL PROPERTY ADDRESS**

Dear OWNERS NAME:

As per Ordinances 17-6 & 17-9.5 in place requiring registration and inspection of Single and Multiple Dwelling Rental Units, our records show that the above referenced property is subject to this Ordinance.

For your convenience we have included a registration form and an application which needs to be completed and returned within 30 days of the above date to The Township of Woodbridge 1 Main St Woodbridge, NJ 07095 Attn: Housing Bureau along with a \$50.00 inspection fee for the first unit and \$25.00 for each additional unit. Condo units are \$50.00 each. Once we receive the completed forms we will call you to schedule the inspection. Owner occupied properties must be accompanied by a drivers license as proof of residence.

If the property is (2) units and one is occupied by the owner, an inspection is **required** every third year. (With payment of \$50 for the unit occupied by tenants).

If the structure is (9) units or less, the inspection is **required** on an annual basis. (With a \$50.00 inspection fee for the first rental unit and \$25.00 for each additional rental unit.)

The inspector will inspect for a smoke detector on each floor, a carbon monoxide detector within ten (10) feet of the bedrooms, a Fire Extinguisher mounted on the wall within 10ft of the Kitchen, and the overall habitability of the rental unit and property maintenance.

We can be reached at 732-634-4500 x 6466 to answer any questions you may have.

Thank you for your cooperation.

Very truly yours,

Mike Logan  
Chief  
Property Maintenance & Housing

Enclosures  
RFS/dl