

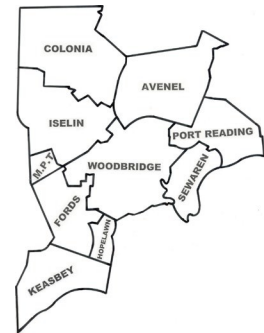


Township of Woodbridge

John E. McCormac, Mayor

Department of Planning and Development
Bureau of Housing
One Main Street • Woodbridge, New Jersey 07095
Tel: (732) 602-6009, Fax: (732) 726-2393

"Ten Towns, One Community"



Instructions for Residential Resale & Rentals

Physical Inspections for BOTH Certificate of Compliance and Annual Rentals are being performed.

Please read the following for how to obtain your Certificate of Compliance or Rental Registration Forms.

Certificate of Compliance "Smoke Detector Inspection" (Residential Sale/Refinance)

Applications for Certificate of Compliance are being taken over the phone by calling 732-634-4500 ext 6009

When calling please have the following on hand;

- The closing date
- The buyers name
- The buyers current address
- The buyers e-mail address
- The buyers phone number
- The address of the residential property being sold/refinanced
- The name and phone number of the individual who will be at the scheduled inspection

You will receive an appointment date and an application number. Keep this application number. It will be needed when making your payment. You will be instructed on how to make payment at the time of your call.

The Certificate of Compliance will be given to the individual meeting our inspector on your scheduled inspection day. **Please see the next page for pricing and requirements to pass the inspection.**

Annual Rental Inspections

If your property is already on our rental list, you will receive registration forms in the mail prior to your renewal date.

If you are registering a rental property for the first time, please print **both** Rental Registration forms located on our website.

Completed paperwork and payment should be **mailed via USPS** to the address indicated on the registration form.

We will call to set up an inspection date **after** paperwork and payment are received in the office.

Questions for rentals – please call 732-634-4500 ext 6466