

## **RENTAL PROPERTY REGISTRATION INSTRUCTIONS**

Please fill out the Landlord Identity Statement and include all tenant information. School aged children should be listed on this form as the School District requires verification for anyone registering a child in the district.

Garage rental also falls under our Rental Ordinance and is \$50 per garage (up to \$150). The Borough requires tenant information for each garage that is rented and will be inspected.

The fee for the inspection is \$50 per unit. The Fire Marshal conducts the inspection. These inspections are done each year and with each change of tenant.

The Fire Marshal's schedule is Monday, Tuesday and Wednesday between 6:30 a.m. and 11:00 a.m.

A letter of reminder will be sent to you a month before the renewal.

Please note that only one form is required for multiple units (please include the apartment/unit number for each).

Only one check is required for multiple units.

Please send all forms and checks to the attention of Dawn Coleman, 606 W. Nicholson Road, Audubon, NJ 08106.

Dawn Coleman, Administrative Assistant

Email – [d.coleman@audubonnj.com](mailto:d.coleman@audubonnj.com)

Phone – (856) 547-0711 (X117)

Gene Sheppard, Fire Marshal

Phone – (856) 547-0711 (X152)