



# Rental Information Sheet

## Required Approvals for Change in Tenancy



### **DEPARTMENT OF HEALTH**

**Letter of Review:** An approval for onsite septic systems and/or onsite well water quality is required for any sale or rental in Hopewell Township. If a property has public water or public sewer service, these approvals are not required. The Health Department does not dictate who pays for testing or submits application. That is privately negotiated and agreed upon as part of sale process. Here's what you need to do:

**Septic** - A third party inspection firm must be contracted to inspect the septic system following NJDEP procedures. These procedures are prescribed by state law and assure standardized inspection methods are followed. Should the inspection note deficiencies, the buyer and seller must negotiate how those deficiencies will be addressed. The Health Department will only mandate action where federal, state or local laws are violated. Any repairs or alterations to septic systems require permits and inspections from the Hopewell Township Health Department.

**Well Water** - A New Jersey Department of Environmental Protection certified laboratory must collect a water sample from the property following New Jersey Private Well Test Act (NJPWTA) procedures and analyze for all NJPWTA parameters. A raw water sample is required by NJPWTA. If treatment device(s) are already in place, post treatment sample(s) are also needed to demonstrate effectiveness of that system(s).

If the water test fails to meet New Jersey Safe Drinking Water Act standards for primary drinking water contaminants, corrective action will be required. All water treatment system installations must be permitted through the Municipal Construction Department prior to installation to assure they meet all applicable standards.

**Once completed, the reports of inspection/analysis shall be submitted with an application for Letter of Review and the review fee at least ten (10) days prior to change of occupancy. Fee for septic review is \$75.00 and water quality review is \$75.00; for a total of \$150.00 if you require both. We presently do not accept credit cards. Applications must be filled out completely and all applicable reports be attached to submit. We do not accept partial applications. If deficiencies in septic system or water quality were found, a written statement noting how they will be addressed, by whom, and when will help speed up review.**

### **BUREAU OF FIRE SAFETY**

Certification of smoke detectors, carbon monoxide alarms, and fire extinguishers is required prior to closing. Inspections can be performed by Bureau or self inspections are acceptable if notarized. Fees are on a sliding scale based on time to closing. You can obtain more information at: <http://www.hopewelltpw.org/fire/BFS.html> or download application with instructions and information at:

<http://www.hopewelltpw.org/fire/documents/Smoke%20Application.pdf>

## **CLERK'S OFFICE**

Owners of rental properties are required to complete a Landlord Registration Statement in accordance with N.J.S.A. 46:8-28. The attached form must be completed in full. Copies shall be provided to the tenant and Clerk's Office. There are no fees associated with the registration.

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## Additional Helpful Links:

### General

**Application for Letter of Review** - <http://www.hopewelltp.org/forms/Application-Letter-of-Review.pdf>

Hopewell Health Department Web Page - [http://hopewelltp.org/health\\_department.html](http://hopewelltp.org/health_department.html)

### Septic System

**Septic Inspection Procedure (Starts on Page 166)** <http://www.state.nj.us/dep/dwq/pdf/njac79a.pdf>

**Septic Inspection Report Form -**

<http://hopewelltp.org/forms/NJDEP%20forms%20for%20septic%20inspection.pdf>

**Septic System Repair & Abandonment Application -** [http://www.hopewelltp.org/Septic-Repair\\_abandonment\\_app.pdf](http://www.hopewelltp.org/Septic-Repair_abandonment_app.pdf)

**General Septic System Information -** [http://hopewelltp.org/septic\\_Manual.pdf](http://hopewelltp.org/septic_Manual.pdf)

### Well Water

**Private Well Test Act Information -** [http://www.nj.gov/dep/watersupply/pw\\_pwta.html](http://www.nj.gov/dep/watersupply/pw_pwta.html)

**General Well Testing Information -** <http://hopewelltp.org/forms/FACTS%20-%20Private%20Well%20Water%20Testing.pdf>



# TOWNSHIP of HOPEWELL

## MERCER COUNTY DEPARTMENT OF HEALTH

201 Washington Crossing Pennington Road Titusville,  
New Jersey 08560-1410

Phone: 609.737.0120 Fax: 609-737-6836 www.hopewelltp.org

### APPLICATION FOR LETTERS OF REVIEW

Block \_\_\_\_\_ Lot \_\_\_\_\_ Street Address \_\_\_\_\_

Check One:  Sale of Property  Rental of Property  Change in Use Settlement Date \_\_\_\_\_

#### **Property Owner Information:**

Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

Attorney \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

#### **Purchaser/Tenant Information**

Name \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Fax: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email: \_\_\_\_\_

Attorney \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

**Applying for:**  Septic System Review - \$75.00  Well Water Quality Review - \$75.00 Total Fee \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ To be completed by Health Department \_\_\_\_\_

Septic System Review	Date	Well Water Quality Review	Date
Report Received		Report Received	
Rejected		Rejected	
Temporary Approval Granted		Temporary Approval Granted	
Final Approval Granted		Final Approval Granted	
Comments:			

**Hopewell Valley Bureau of Fire Safety**  
 201 Washington Crossing Pennington Road Titusville, NJ 08560  
 Phone (609).730.8156 Fax (609).730.1563  
[www.hopewelltwpfire.org](http://www.hopewelltwpfire.org)

**APPLICATION FOR CERTIFICATION OF SMOKE DETECTOR AND CARBON MONOXIDE ALARM COMPLIANCE**  
 current as of 1/1/2015

Name of Owner		Block	Lot
Street Address		Town	
Taxing Municipality	<input type="checkbox"/> Hopewell Township 1106	<input type="checkbox"/> Hopewell Borough 1105	<input type="checkbox"/> Pennington Borough 1108
Home Phone #	Cell Phone #	Work Phone #	
Inspection Contact Person		<b>DATE OF CLOSING / CHANGE IN OCCUPANCY</b>  _____	
Phone Number			
Application Fee Schedule	Requests for a CSDCMAC received more than 10 business days prior to the change of occupant: <b>\$35.00</b> Requests for a CSDCMAC received four to 10 business days prior to the change of occupant: <b>\$70.00</b> Requests for a CSDCMAC received fewer than four business days prior to the change of occupant: <b>\$125.00</b>		

- Type of Inspection:       Bureau Conducted Inspection       Self Inspection / Affidavit
- Smoke and carbon monoxide detectors have been installed in accordance with the Uniform Fire Code.
- All smoke detectors and carbon monoxide detectors are in working order and are less than 10 years old.
- All smoke detectors and carbon monoxide detectors tested.      Date Tested \_\_\_\_\_
- ABC type fire extinguisher rated for residential use, greater than 2.5 lbs and less than 10 lbs is visible, mounted using manufacturer hanger or brackets, is easily accessible within 10' of the kitchen area, and is listed, labeled, charged, and operable.
- Is there an after-market Fire / Burglar alarm present?      YES       NO
- Do you have the alarm reset code?      YES       NO       N/A
- Do you have the alarm company contact information?      YES       NO       N/A

No. of Bedrooms \_\_\_\_\_ No. of Carbon Monoxide Detectors \_\_\_\_\_ Year of Construction \_\_\_\_\_

**THE SECTION BELOW IS NOT REQUIRED FOR BUREAU CONDUCTED INSPECTIONS**

The property owner or representative of the property owner shall conduct this inspection. The detectors required above shall be located in accordance with NFPA Standard #74, 1984 edition. All detectors are to be of an approved type. Factory Mutual (FM) and/or ANSI/UL 217 listed/ Carbon Monoxide - NFPA 720-98

I do hereby certify that the foregoing statements made by me are true. I have read and fully understand the contents of page 2 of application. I am aware that if any of the foregoing statements made by me are willfully false, I will be subject to penalty.

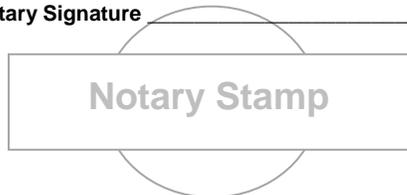
Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

**Applicant Signature** \_\_\_\_\_

**Printed Name** \_\_\_\_\_

Please Mail Certificate to: \_\_\_\_\_

**Notary Signature** \_\_\_\_\_



**Office Use Only. Do Not Write Below This Line**

Invoice ID \_\_\_\_\_ Check # \_\_\_\_\_ Amt Paid \_\_\_\_\_

FH Reg# \_\_\_\_\_ Inspection Scheduled \_\_\_\_\_

## Uniform Fire Code of New Jersey Certification Criteria One & Two Family Homes

Homes Built Prior to 1977	Homes Built After 1977	Homes Built After 1990
<p style="text-align: center;"><b>Smoke Detectors</b></p> <ul style="list-style-type: none"> <li>• Battery Operated</li> <li>• On each floor level</li> <li>• Within 10' of bedrooms</li> </ul>	<p style="text-align: center;"><b>Smoke Detectors</b></p> <ul style="list-style-type: none"> <li>• Hardwired Electric</li> <li>• Interconnected</li> <li>• On each floor level</li> <li>• Within 10' of bedrooms</li> </ul>	<p style="text-align: center;"><b>Smoke Detectors</b></p> <ul style="list-style-type: none"> <li>• Hardwired Electric</li> <li>• Battery Backup</li> <li>• Interconnected</li> <li>• On each floor level</li> <li>• In each bedroom</li> </ul>
<p style="text-align: center;"><b>Carbon Monoxide Detectors</b></p> <ul style="list-style-type: none"> <li>• Within 10' of sleeping areas</li> </ul>	<p style="text-align: center;"><b>Carbon Monoxide Detectors</b></p> <ul style="list-style-type: none"> <li>• Within 10' of sleeping areas</li> </ul>	<p style="text-align: center;"><b>Carbon Monoxide Detectors</b></p> <ul style="list-style-type: none"> <li>• Within 10' of sleeping areas</li> </ul>
<p style="text-align: center;"><b>Fire Extinguisher</b></p> <ul style="list-style-type: none"> <li>• ABC Type</li> <li>• Greater than 2.5 lbs.</li> <li>• Less than 10 lbs.</li> <li>• Listed, labeled, charged, &amp; operable, rated for residential use</li> <li>• Mounted using manufacturer hanger or brackets</li> <li>• Visible and easily accessible location within 10' of kitchen</li> </ul>	<p style="text-align: center;"><b>Fire Extinguisher</b></p> <ul style="list-style-type: none"> <li>• ABC Type</li> <li>• Greater than 2.5 lbs.</li> <li>• Less than 10 lbs.</li> <li>• Listed, labeled, charged, &amp; operable, rated for residential use</li> <li>• Mounted using manufacturer hanger or brackets</li> <li>• Visible and easily accessible location within 10' of kitchen</li> </ul>	<p style="text-align: center;"><b>Fire Extinguisher</b></p> <ul style="list-style-type: none"> <li>• ABC Type</li> <li>• Greater than 2.5 lbs.</li> <li>• Less than 10 lbs.</li> <li>• Listed, labeled, charged, &amp; operable, rated for residential use</li> <li>• Mounted using manufacturer hanger or brackets</li> <li>• Visible and easily accessible location within 10' of kitchen</li> </ul>

**To obtain approval, consult the chart above. This will be your guide for approval.**

- ❖ **If you wish to have the Bureau of Fire Safety conduct the inspection**, you do not need to have this form notarized. Simply fill out the top portion of the application, mail it to the Bureau of Fire Safety with the appropriate application fee, and we will contact you to set up the appointment. *Please make sure to check that your detectors work and are located in the proper area, and that you have the fire extinguisher mounted in the appropriate location* before the inspector comes to your home.
- ❖ **If you wish to conduct a self-inspection**, you must test the smoke detectors and confirm that all smoke detectors, carbon monoxide detectors, and the fire extinguisher are all in working order and are in the proper locations according to the guidelines above. You must fill out the entire form, have it notarized, and mail it to the Bureau of Fire Safety with the appropriate application fee, and we will provide you with a certificate.

If there are two separate residences on the property being sold (i.e. a cottage or garage apartment), you must fill out a separate application for each one.

\*\* Please make checks payable to: Hopewell Valley Bureau of Fire Safety or "HVBFS" \*\*

If you wish to speak to the program coordinator, please call Sarah Ocicki at (609) 730-8156.

Do not wait until the last minute to seek approval. Allow at least two weeks prior to closing.	Fill the application form out completely.
Last minute applications are dealt with on a case-by-case basis.	Ensure the correct application fee is attached.
Appointments are honored first, then walk-ins, followed by last minute applications.	Ensure the contact information is correct.
Certificates are valid for 6 months or until the date of closing or change in occupancy.	Ensure the taxing municipality is correct.

## LANDLORD REGISTRATION STATEMENT

**This form must be filed with the Municipal Clerk in accordance with N.J.S.A. 46:8-28.**

Address of Rental Property \_\_\_\_\_  
Block \_\_\_\_\_ Lot \_\_\_\_\_

(1) The names and addresses of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

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(2) If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:

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Record owner is not a corporation.

(3) If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner(s) is as follows:

\_\_\_\_\_

The addresses of all record owners in the county in which the dwelling is located:

\_\_\_\_\_

\_\_\_\_\_

(4) The name and address of the managing agent is as follows:

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There is no managing agent

(5) The name and address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:

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There is no superintendent, janitor, custodian or other person employed to provide regular maintenance service.

(6) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

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(7) The names and addresses of all holders of recorded mortgages on the property are as follows:

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There is no recorded mortgage on the property.

(8) If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

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The building is not heated by fuel oil.

The building is heated by fuel oil, but the landlord does not furnish heat.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Landlord or Authorized Representative

**SEND COMPLETED FORMS TO TENANTS AND MUNICIPAL CLERKS ONLY**