

**BOROUGH OF SWEDESBORO
HOUSING INSPECTION OFFICE**

1500 Kings Hwy.
Swedesboro, NJ 08085
Phone: 856-467-0202 Fax: 856-467-5767

**RENTAL FACILITY APPLICATION
INSTRUCTIONS**

PLEASE READ CAREFULLY BEFORE YOU SUBMIT YOUR RENTAL FACILITY APPLICATION

1. Be sure to complete the entire Rental Facility Applications (RFA) and include any and all required documents.
2. You only need to complete SECTION A once for each property (Block and Lot) regardless of the number of rental units on that property.
3. You must complete SECTION B for each rental unit.
4. You must list every tenant (including minor children) by name (first and last).
5. **If the tenants have changed at anytime since you submitted your last RFA you must include a copy of the new tenant's Certificate of Occupancy (CO) along with your RFA. Failure to include a CO will constitute an incomplete application.**
6. **An incomplete RFA will not be accepted and may subject you to late fees.**
7. If you no longer intend to rent your property simply complete SECTION A and SECTION B under NON-RENTAL UNIT CERTIFICATION. No fee is required.
8. Be sure to sign your RFA and include a check for \$75.00 (\$150.00 if submitted after January 31, 2012) made payable to Borough of Swedesboro.
9. **Failure to submit your rental application may result in the filing of an action in municipal court.**
10. The RFA Fee of \$75.00 covers your initial physical property inspection and one (1) re-inspection. Any additional re-inspections will be charged \$75.00 each.
11. The Borough will begin scheduling 2012 inspections March 5, 2012. You must call Borough Hall to schedule your inspection. All initial inspections must be scheduled by June 1, 2012.
12. **Re-inspections must be completed within 60 days of initial inspection. It is your responsibility to contact the Borough Hall to schedule this inspection.**
13. **Failure to have your property pass inspection by September 24, 2012 can result in the filing of an action in municipal court.**
14. A Rental Facility License will not be issued until you have passed a physical inspection and have paid all applicable fees and Municipal assessments.
15. If you require additional RFA forms you can download them from our website @ SWEDESBORO-NJ.US. Click **BOARDS/COMISSIONS** then **PLANNING&ZONING** then **FORMS&MAPS**.