



**TOWNSHIP OF MAPLE SHADE**  
**200 STILES AVENUE**  
**MAPLE SHADE, NJ 08052**  
**856-779-9610**



**RENTAL PROPERTY REGISTRATION APPLICATION**  
**For Residential & Commercial Properties \* READ CAREFULLY**

**Residential Reg. Fee \$100.00 per unit      Commercial Reg. Fee \$225.00      Each Additional Inspection \$50.00**

*The above fees include the following: For residential properties the administrative cost, annual inspection and one follow-up inspection. Any additional reinspection required will be \$50.00 per inspection. Commercial properties are required to register and be inspected with the change of any tenant regardless of the time.*

*\_\_\_\_\_ I understand that any change of ownership/occupancy including storage of personal property may not occur, prior to successful inspection and possession of a certificate of compliance. Furthermore, I understand that if there are any changes of ownership/occupancy including storage of personal property, without this required inspection, the owner will, shall or may be subject to a penalty of not less than \$500 or more than \$2,000 per occurrence. Chapter 154-9 Township of Maple Shade Municipal Code.*

**RESIDENTIAL** Property Address: \_\_\_\_\_

# Residential units: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Current Owner: \_\_\_\_\_ Owner Address: \_\_\_\_\_

Owner Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Year Built: \_\_\_\_\_ Copy of current insurance provided: Yes / No Insurance amount \$ \_\_\_\_\_

Agent or Contact Name & # to Schedule Inspection: \_\_\_\_\_

Agent Email Address \_\_\_\_\_ Date of Application: \_\_\_\_\_

Units Identified (ABC, 123)

Unit # \_\_\_\_\_ # of Bedrooms \_\_\_\_\_ # of Tenants \_\_\_\_\_

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Tenants Name: \_\_\_\_\_

Tenants Contact #: \_\_\_\_\_ Tenants Email: \_\_\_\_\_

A certificate of Compliance Inspection Certificate will only be issued when the premises inspected are consistent and are in compliance with the Township of Maple Shade's Land Use and International Property Maintenance Code and NJUFC and International Fire Code – NJ Edition.

If the building was built before 1978, the owner shall provide a current LEAD Based Paint clearance certificate or apply for a required LEAD Based Paint inspection pursuant to P.L.2021,c.182. An owner providing their own Lead Base Paint Certificate shall submit a Filing Fee to the Township in the amount of \$50.00 or request a municipal inspection and filing; Requests for a Municipal Inspection and filing shall be charged at a rate of \$750.00. A certificate **must** be filed in accordance with N.J.S.A. 52:27D-437.16(d). if the property contains lead paint.

**2022-23 LEAD-BASED PAINT METHODOLOGY PURSUANT TO P.L.2021, c.182**

DCA Municode	Census FIPS	Municipality	County	Methodology

*For more information refer to the New Jersey Department of Community Affairs, Division of Codes and Standards  
(Revised September 7, 2022 – Version 2), Guide to Lead-Based Paint in Rental Dwellings.*

**COMMERCIAL PROPERTIES:**

Property Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Prior Use of Tenant space: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

Business Name: \_\_\_\_\_ Business Contact: \_\_\_\_\_

Contact #: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Posted Occupant load of the space \_\_\_\_\_

*All rules and regulation for all rental properties can be found in Chapter 154 Of the Maple Shade Township Code*

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**FOR OFFICE USE ONLY**

1<sup>st</sup> Date of Inspection \_\_\_\_\_ Time of Inspection \_\_\_\_\_

2<sup>nd</sup> Date of Inspection \_\_\_\_\_ Time of Inspection \_\_\_\_\_

Date Paid \_\_\_\_\_ Check # or Cash \_\_\_\_\_

**TOWNSHIP OF MAPLE SHADE  
OFFICE OF CONSTRUCTION****EXTERIOR**

- **House Number/Address** – 4” Arabic Numerals, contrasting color to house. Must be visible from street.
- **Gutters & Downspouts**, roof-secured properly to house, splash block @ each downspout
- **Guardrails** – secure, sturdy-not missing any spindles on porches, decks, landings. Steps/Open area(s) more than 30-inch above ground level.
- **Handrails** – secure, sturdy steps with (3) or more risers (1-1/4” – 2-5/8”) to diameter, 30”-38” inches high. No less than 1-1/2” inches between handrail & the wall.
- **Concrete, Sidewalk, Driveway, Apron, etc.** – kept in proper state of repair, maintained free from hazardous conditions. (Level, flat, no cracks, uneven/raised surfaces or tripping hazards). No ramping or patching, replacement only if leveling or other approved methods cannot be utilized, as per inspector’s order.
- **Ground Fault Receptacles** – GFCI’s test & ensure they trip & isolate power
- **Paint** – good condition, no peeling & no untreated wood exposed
- **Siding** – secure and painted if not vinyl or aluminum. No missing pieces or sections.
- **Yard** – free of trash, debris, grass cut, rubbish, and garbage. No overgrown weeds/vines/brush, etc.
- **Soffit/Fascia** – secure, not falling or loose.
- **Exterior Doors** – open and close with ease, no excessive force and proper weather stripping.  
**No Keyed Locks on Egress Doors** – not permitted. Thumb turn style approved.

**INTERIOR**

- **Interior** – kept clean, sanitary, and maintained conditions. Pest/infestation elimination.
- **Receptacles** – secure in electrical boxes, cover plates & working properly.
- **Switches** – secure in electrical boxes, cover plates & working properly.
- **Electrical Connections** – in junction boxes with covers/plates/secure & in place.
- **Ground Fault Receptacles (GFCI’s)** – Test and ensure they trip & isolate power
- **Electrical Panel** – Cover panel installed and no open spaces/blanks installed, circuits labeled/identified
- **Lighting** – All utility/mechanical rooms to have lighting, as well as all habitable rooms/spaces.
- **Faucets** – Work, cold on right, hot on left and does not drip/leak
- **Kitchen Sink** – Strainers in drain, even if garbage disposal is/if installed. Garbage disposal is operating properly. Cold on right, hot on left. Does not drip/leak and all caulking in place.
- **Stove/Range/Oven** – Must have anti-tip device/attachment installed to prevent appliance from tipping over. (floor models)
- **Bathroom/Powder Room Sink** – Pop-up installed in drain. Cold on right, hot on left. Do not drip/leak and all caulking in place.
- **Bathtub/Shower Drain** – Strainer in place/installed/cold on right, hot on left, do not drip/leak and all caulking in place.
- **Sump Pump(2)** – Must be connected/plumbed & discharge to exterior away from dwelling.  
**They CANNOT be connected to the Sanitary Sewer!!!**
- **Windows, Doors** – Screens to be installed, door hardware, closures. No Keyed Locks, operable and maintained.
- **Attached Garage** – Wall(s) that touch living area must be sheet rocked & taped, if wall(s) not sheet rocked to roof line or room above then ceiling must be sheet rocked and taped.

- **HVAC** – Must be in working/operating condition.
- **Heater & Water Heater Venting** – Inclined towards the vent stack, N/A to forced vented units, plastic vent piped. No corroded/rusted/perforated vent piping/stack/exhaust. In working condition/operation. Water heat to have bond/ground installed on hot & cold lines.
- **Floors** – To be maintained in sound condition and kept in good repair.
- **Gas Pipe** – Rigid Pipe with flex line into appliances, drip leg where required.
- **HEATER-EMERGENCY SHUT-OFF SWITCH** – Must have RED plate labeled, *BURNER EMERGENCY SHUT-OFF SWITCH*, located at top of steps/stairs. **OIL HEAT ONLY!!**
- **Dryer Vent** – Either full metal or semi rigid metal pipe. All fuel burning appliances must vent directly to exterior. NO FOIL OR VINYL EXHAUST VENT/DUCT.
- **Attics** – Only permitted to be utilized as originally designed & approved for a time of construction/occupancy. No changes/uses without approval from appropriate official/department.
- **Carbon Monoxide Detector(s)** – Must be installed within 10-feet of all sleeping areas. Either battery or electric operated. **Cannot be more than ten (10) years old & 10-year sealed battery.**
- **Smoke Detector(s)** – Must be installed on each level (basement, 1<sup>st</sup> Floor, 2<sup>nd</sup> Floor, etc.). Not needed in attic if unfinished and cannot be utilized as a living space. Note: If dwelling was constructed/built with hardwire (110v) S/D's they must be maintained and cannot be substituted with battery operated s/d's in place of hardwire s/d's. Cannot be more than ten (10) years old & 10-year sealed battery.
- **Fire Extinguisher (ABC)** – Type/rating between (5-10 lbs.). Mounted no higher than 5-feet from floor, on wall leading to exit and/or can be mounted inside of the front of the cabinet, as long as it is easily accessible. Fire Extinguishers must be either new with proof of purchase/receipt within 1-year of current inspection date or an existing fire extinguisher must be inspected, serviced and tagged for the current year, with current inspection tag affixed to fire extinguisher to be approved.
- **Bathroom Ventilation** – Must have working/operable window(s) and/or exhaust vent fan.
- **Exterior Door(s) Deadbolt** – Shall only have a thumb-turn style lock. No KEYED locks permitted on egress side of doors.
- **Pool** – Maintained in a clean and sanitary condition. Barriers maintained in good condition. Gate shall be self-closing and self-latching with a fence/barrier of 5 – 6 feet high. Additional requirements required, review checklist pool packet.
- **PERMITTED WORK** – Any work requiring a PERMIT or was complete and final inspection(s) had been completed with a Certificate of Approval issued (i.e. heater, water heater, finished basement, garage conversion, roof, siding, deck).
- **Accessory Structures** – Detached garages, sheds, walls & fences must be kept in a good state of repair and maintained.

**This partial checklist is to be used as a convenience/guide list.**

**It is not all inclusive of all failure points.**

**It covers the most commonly appearing/cited failure points/areas.**

**If you have any questions or concerns about failure points, please contact the Construction Office at 856-779-9610 ext. 113.**