



The BOROUGH of HIGHLAND PARK  
Department of Code Enforcement  
Housing Inspections  
221 South Fifth Avenue  
Highland Park NJ 08904  
Phone - 732-287-5800

### **Rental Checklist**

- ❖ Updated Registration Form
  - Date Received: \_\_\_\_\_ Retrieved by: \_\_\_\_\_
  
- ❖ Lead-Paint Certificate Application
  - Date Received: \_\_\_\_\_ Retrieved by: \_\_\_\_\_
  
- ❖ Rental Liability Insurance
  - Date Received: \_\_\_\_\_ Retrieved by: \_\_\_\_\_
  
- ❖ Certificate of Occupancy Inspection Application
  - Date Received: \_\_\_\_\_ Retrieved by: \_\_\_\_\_

**All forms must be completed and applicable fees must be paid in full before a certificate will be issued.**

# The BOROUGH of HIGHLAND PARK

County of Middlesex, State of New Jersey

221 SOUTH FIFTH AVENUE

HIGHLAND PARK, NEW JERSEY 08904

TEL. (732) 287-5800

FAX (732) 777-6017

<http://www.hpboro.com>

## RENTAL PROPERTY OWNER REGISTRATION SHEET

**Property Information:** Block/Lot: \_\_\_\_\_ Date: \_\_\_\_\_  
Building/Apt Complex Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Fax: \_\_\_\_\_  
Number of Dwelling Units: \_\_\_\_\_

### Owner Information:

Owner in Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone#: \_\_\_\_\_ (at least one number must be 24 hour  
accessible)  
Cell/Pager: \_\_\_\_\_

If the owner is other than an individual, the Registered Agent who will accept all the legal notices on the owners behalf:

Registered  
Agent: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone#: \_\_\_\_\_  
Cell/Pager: \_\_\_\_\_

### Managing Agent: (if applicable)

Agent  
Name: \_\_\_\_\_

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

Phone#: \_\_\_\_\_

Cell/Pager: \_\_\_\_\_

**Super/Custodian/Janitor:** (person who is responsible for repairs and the general upkeep of the premises)

Sup/Cus/Janitor Name: \_\_\_\_\_

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

Phone #: \_\_\_\_\_ (at least one number must be 24 hour accessible)

Cell/Pager: \_\_\_\_\_

**Individual Representative of the Owner:** who may be contacted in the event of an emergency. This person will only be contacted if we cannot reach the owner/Registered Agent/Managing Agent. This person should have the authority to make decisions regarding the premises and any expenditure necessary for emergency repair.

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

Return this form to: THE BOROUGH OF HIGHLAND PARK, FIRE SAFETY & HOUSING INSPECTIONS, 221 S. FIFTH AVE, HIGHLAND PARK, NJ, 08904

REVISED 1/9/23



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Today's Date: \_\_\_\_\_

**LEAD-BASED PAINT DISCLOSURE (RENTAL)**

**Lead Warning Statement:** Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Lead poisoning in young children may produce permanent neurological damage, including learning disabilities, reduced intelligence quotient, behavioral problems, and impaired memory. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling.

**What to look for inside the property or in the property's common areas:**

- Peeling, chipping, chalking, cracking, or damaged paint.
- Lead-based paint on windows, doors, stairs, railings, banisters, porches, or other high-wear surfaces that children might chew.
- Lead dust that forms when lead-based paint is scraped, sanded, or heated, or when painted surfaces with lead in them bump or rub together.
- Surfaces with lead paint chips/dust, or settled dust that reenters the air through vacuuming or sweeping.

**Section A:**

Inspection Address:	Unit:
City:	State:                      Zip Code:
I am the ( <i>check one</i> ) <input type="checkbox"/> <b>Owner</b> <input type="checkbox"/> <b>Manager</b> of this property and will truthfully give the answers to the following questions about lead-based paint/hazards in or around this property.	
Owner/Manager Name:	Signature:

**Section B:**

Lead-based paint is assumed to be present in properties built before 1978. To the best of your knowledge, is there lead-based paint inside or around the property?

Yes, in the following location (s): \_\_\_\_\_

No, I am not aware of any lead-based paint but because the property was built before 1978 it is assumed to be present.

**To the best of your knowledge, is there peeling or chipping paint, lead-contaminated dust/soil, or other lead paint hazards inside or around the property?**

Yes, in the following location (s):

No

**Fees: Check only**  
**Initial Inspection: \$145.00**  
**(*\$125.00 Borough of Highland Park*) (*\$20.00 State of New Jersey*)**  
**\$75.00 per dust-wipe sample**  
**Re-inspection: \$100.00**  
**Please make payable to: The Borough of Highland Park**

**If the lead paint inspection was completed by a private company please provide the following:**

Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Company Business Address: \_\_\_\_\_

Date Inspection Performed: \_\_\_\_\_

License #: \_\_\_\_\_

**Please provide a copy of the final results or certificate.**

Contact Person for Inspection: \_\_\_\_\_

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

\_\_\_\_\_

Applicant's Signature

\_\_\_\_\_

Date

**For Office Use**

Inspection Date: \_\_\_\_\_ Inspection Time: \_\_\_\_\_

For Office Use:

Date: \_\_\_\_\_  
Amount: \$ \_\_\_\_\_  
Check # \_\_\_\_\_  
Received By: \_\_\_\_\_



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## **Business and Rental Unit Liability Insurance**

P.L. 2022, c. 92, signed into law on August 5, 2022, institutes a new minimum liability insurance requirement for owners of businesses and rental units (whether residential or non-residential). Such owners will be required to annually register the certificate of insurance in the municipality where the business or rental unit is located.

### **Minimum Insurance Coverage**

Effective for new insurance policies issued on or after November 3, 2022, the law will require the owner of a business, or one or more rental units, to maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence. Such insurance could be provided as part of policies such as those for commercial general liability, personal liability, or an umbrella insurance policy. However, owner-occupied two-family, three-family, or four-family homes are subject to a lower \$300,000 coverage minimum which becomes effective for insurance policies issued on or after February 1, 2023.

### **Enforcement**

The governing body of a municipality (Code Enforcement Office) may collect a fine of not less than \$500, but no more than \$5,000, against an owner failing to comply with the law.

**Please provide a proof of rental insurance before applying for a rental inspection.**

The Borough of Highland Park  
221 South 5<sup>th</sup> Ave  
Highland Park, NJ 08904

Application for Rental CO  
**Certificate of Occupancy Inspection**

**\*IF PAYING BY CASH, PLEASE HAVE THE EXACT AMOUNT\***

Housing Clerk: Tania Varela 732-287-5800  
Initial Inspection: \$125.00  
Re- Inspection: \$ 50.00  
Emergency Inspection: \$150.00 (Less than 72 hrs. notice)

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**This Section to be Completed by the Borough**

Date: \_\_\_\_\_ Check Number \_\_\_\_\_  
Initial Inspection \$125.00 \_\_\_\_\_ Cash \_\_\_\_\_  
Re-inspection \$ 50.00 \_\_\_\_\_ Money Order \_\_\_\_\_  
Emergency Inspection \$150.00 \_\_\_\_\_ Receipt # \_\_\_\_\_  
Fee Collected by \_\_\_\_\_

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**This form can be obtained from the Code Enforcement Office at Borough Hall  
221 South 5<sup>th</sup> Ave, Highland Park, NJ**

Certificate of Occupancy Inspections are required every time there is a change of tenancy or every five years. Re-Inspections are required when an apartment receives a Conditional Certificate of Occupancy. It is the owner's responsibility to contact the Housing Clerk in the Code Enforcement Department within **TEN DAYS** after the Conditional Certificate has been issued to schedule a re-inspection.

**ALL FEES MUST BE PAID** at the **CODE ENFORCEMENT OFFICE**. A separate application form must be filled out for each inspection. The owner must schedule inspection at least **TEN (10) WORKING DAYS** prior to the date on which the inspection/re-inspection will be requested. Inspections are required every time there is a change in tenancy.

ALL Emergency inspections require an application, review, and approval by the Inspector **before** fee is paid. An Emergency Inspection fee of \$150.00 is required when less than seventy-two (72) hours' notice is being given.

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**This section to be completed by Property Owner/Agent**

Owner Name \_\_\_\_\_ Owner's/Agent Phone \_\_\_\_\_  
Inspection Address \_\_\_\_\_ Apt # or Unit \_\_\_\_\_  
Date of Occupancy \_\_\_\_\_ # of Occupants \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_ Tenant Name \_\_\_\_\_  
Is your property registered? \_\_\_ Yes \_\_\_ No Is registration current? \_\_\_ Yes \_\_\_ No

**For Multiple Dwellings:** Has your property been issued a Common Area certificate from the Fire Prevention Office? \_\_\_ Yes \_\_\_ No

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Signature of owner/registered agent