

**Stone Harbor Fire Prevention Bureau**  
**9508 Second Avenue**  
**Stone Harbor, NJ 08247**  
**(609) 368-5102 Ext 137**

**RENTAL REGISTRATION AND FIRE INSPECTION INFORMATION**

**Rental License Fee - \$100.00 per unit**

**Fire Inspection Fee: \$50 per unit**

- Inspection fee payments must be received on or before December 31 for the upcoming season or a \$50 late fee will be due. Inspections start the first week of January thru April for renewals, based on your property location. (Late fee does not apply to NEW rental registrations)
- Rental and Fire fees are not refundable. If you sell the property, the license is transferable to the new owner. (If you decide not to rent, notify us in writing promptly. You will be responsible for re-inspection fees.)
- There is a \$25 charge for each reinspection date. Keys are picked up from your realtor and you do not need to be present for the inspection. We recommend having your fire extinguisher serviced, batteries changed, etc. in the Spring or Fall each year. This way you will be on a cycle and you will not have to make a special trip to the property in the winter. You are notified months in advance of the date, so please mark your calendar and make the necessary arrangements. Inspections dates are set by the Licensing Clerk and cannot be changed.
- Must have a Cape May County Representative with a key to access a rental property. Ask your realtor to make sure the keys work, before giving them to the Inspector. (Change in realtor or courtesy key must be noted on your invoice)

**Most Frequent Fire Inspection Violations**

1. One fire extinguisher is required for each kitchen
  - a. The extinguisher must have a minimum rating of **2A 40 BC**, can be higher
  - b. The extinguisher must be mounted in the kitchen. If you wish to hang it in a closet/cabinet, you must label the closet/cabinet and mount the extinguisher in front of it. A closet/cabinet that is accessible without passing the cooking unit must be used.
  - c. The extinguisher must be inspected yearly by a NJ fire extinguisher dealer and tagged with a service date. Visit this link to make sure the contractor is on this list:  
[www.nj.gov/dca/dfs/contractorslisting.pdf](http://www.nj.gov/dca/dfs/contractorslisting.pdf)
2. One smoke detector is needed for each floor
  - a. On a floor with bedrooms, the detector should be within (10) feet of the bedrooms
  - b. New constructions built on or after 1990- smoke detectors are required in the hallway and in each bedroom.
  - c. The batteries must be changed yearly, labeling with the date of change is helpful but not necessary.
3. Hot water heaters, heaters, and furnaces must have a 3' clearance for stored items and be free of combustibles and flammables.
4. The property address must be easily distinguished from the street. The house number and or unit must be posted in a minimum of three (3) inch letters/numbers in contrasting color.
5. Carbon monoxide detectors must be on site when gas, oil, any type of fireplace or an attached garage is present. (one per level and within 10 feet of each sleeping area is needed)
6. Propane gas grills are not permitted on any deck, under any overhang or within 5 feet of exterior walls. Propane cylinders cannot be stored inside the dwelling.
7. A knox box is required for properties with alarm systems that are directed to a central dispatch. You may order a knox box at [www.knoxbox.com](http://www.knoxbox.com) (online purchase, residential knox box, enter zip, select Stone Harbor Vol. Fire Co.) You must have the alarm system tested annually and forward a copy of the certificate of inspection with payment or via fax. (609) 368-4162.

Borough of Stone Harbor  
 9508 Second Ave  
 Stone Harbor, NJ 08247  
 Residential Rental License and Property Registration Form

**Applicant and Property Information**

**RENTAL PROPERTY ADDRESS:**

<b>BLOCK:</b>			<b>LOT:</b>		
Owner:					
Address					
City		State		Zip	
Daytime Phone:		Evening Phone:		Cell Phone:	
Mortgages: Name and Address of every recorded mortgage on the premises:					
Fuel Oil: Name and Address of fuel oil dealer serving the building and grade of fuel oil used:					

**Managing Agent/Realtor (if any) Person in Cape May County authorized to accept notices, issue receipts, and accept process on behalf of the owner**

Name					
Address					
City:		State:		ZIP Code:	
Daytime Phone:			Evening Phone:		

**Superintendent, Custodian, or Emergency Contact**

Name:					
Address:					
City:		State:		ZIP Code:	
Daytime Phone:			Evening Phone:		

**If Owner is a Corporation, LLC or Trust Complete the following (attached sheets if**

Name:					
Name of Registered Agent:				Phone:	
Address of Registered Agent:					
City:		State:		ZIP Code:	
Telephone Number					
List Below the Name, Address, City, State, and Telephone number for each officer and director of the corporation and title held:					
Name	Title	Address	City/State	Telephone	

**If Owner is a Partnership, complete the following: (attached sheets if necessary)**

Partnership Name:					
List Below the Names, Address, City, State, and Telephone number for each partner:					

**Please attach a floor plan of each unit within the rental property. Show the location and size of each room. (Please complete and return.)**

Signature of owner:	Date:
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# Disclosure Form

## Ordinance 205A Rental Unit Registration

### RESPONSIBILITIES OF OWNER/LANDLORD

- Lease only a fully leased unit (205A-5.2)
- Allow occupancy only in fully licensed (205A-5.1)
- Affix Rental Decal to proper area (205A-10)
- Maintain required register of tenants (205A-16.1)
- Advise all tenants to maintain the register on premises at all times (205A-16.2)
- Provide disclosure form to tenant (205A-17.2/17.3)

### RESPONSIBILITIES OF REALTOR/OTHER RENTAL AGENT

- May perform the duties of the owner or manager, provided both agree to this in writing prior to occasion (205A-16.4)
- Do not lease or permit occupancy of unlicensed rental unit. The Borough will, on request and without charge, provide to each real estate office, a list of all units having a valid license (205A-5.4)
- Not to lease any unit for occupancy by more than the MAXIMUM number of persons permitted (205A-12)
- Provide disclosure form to tenant (205A-17.2/17.3)

### RESPONSIBILITIES OF TENANT

- Maintain register on the rented premises (205A-16.1)
- Make register available to authorized Borough Official on demand (205A-16.3)
- Not lease and/or occupy an unlicensed unit (205A-5.3)
- Prevent any violations on Noise Control Ordinance (205A-16.3)
- Comply with all ordinances of the Borough regarding trash and recycling.

Original is to be signed by the owner and returned with the Inspection Fee Invoice. This disclosure form is to be copied and made part of and attached to every lease agreement. (205A-17.3)

**Property Address** \_\_\_\_\_

Signature(s)

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Agent: \_\_\_\_\_ Date: \_\_\_\_\_

Tenant: \_\_\_\_\_ Date: \_\_\_\_\_