



The Borough of Hightstown
Code Enforcement Office
 156 Bank Street, Hightstown, NJ 08520
 (609) 490-5100 Ext. 617

APPLICATION – RENTAL CHANGE OF TENANT

This form must be completed and submitted to the Housing Office.

RENTAL UNIT ADDRESS: _____ **DATE:** _____

Change of Tenant Inspection Fee: \$50 _____

Re-Inspection Fee: \$50 _____

Landlord's Name: _____ Email: _____ Phone: _____

Tenant's Name _____ Email: _____ Phone: _____

PLEASE PRINT FIRST AND LAST NAME(S) OF ALL TENANTS INCLUDING CHILDREN

CLEARLY PRINT FIRST NAME	CLEARLY PRINT LAST NAME	ADULT (check)	CHILD'S AGE

Landlord must provide a copy of the current lease agreement signed by all parties. Verify receipt: _____

FOR OFFICE USE ONLY -- CHECKS PAYABLE TO "HIGHTSTOWN BOROUGH"

Amount: \$ _____ Cash/Check # _____ Date Paid: _____ Received by: _____

Inspection Date: _____ Time: _____ Recorded: _____

The following items are required prior to the issuance of a Certificate of Compliance:

- _____ Smoke detectors on each level of the premises, and outside of each sleeping area.
- _____ Carbon monoxide detectors located near all sleeping area.
- _____ ABC type fire extinguisher mounted within 10' of the kitchen area, no larger than 10 pounds rated.
- _____ Windows open and stay open - required for fire egress.
- _____ GFCI (Ground Fault Circuit Interrupter) where required and operating properly.
- _____ Dryer vent connector is metal, not plastic.
- _____ No garbage disposal. (Not allowed by Borough Ordinances)
- _____ Sump pump discharged as per Borough Ordinances
- _____ Sidewalks and curbs are in good condition.
- _____ # of Bedrooms _____
- _____ Permits obtained for all work- plumbing, electric, furnace, water heater, roofing, siding, etc.
- _____ Open Permits/Violations? YES _____ NO _____ LIST: _____

 Housing Official

 Date Approved