



# Borough of Hightstown

## Housing Office

156 Bank Street, Hightstown, NJ 08520

(609) 490-5100 Ext 407

Email: [DBell@HightstownBorough.com](mailto:DBell@HightstownBorough.com)

### CHANGE OF TENANT APPLICATION- 2026

A **complete** change of tenant application packet must be submitted **BEFORE** new tenants move in. **Incomplete applications will be returned!** A Certificate of Compliance will be issued once the rental unit passes inspection.

A complete application will include:

- Completed Change of Tenant Application
- Copy of the current lease agreement signed by all parties.
- Registration fee – cash or check, payable to “Borough of Hightstown”
- **Lead safe/free certification for homes built 1978 and prior, as applicable.**

APPLICATION FEE:

<b>\$75</b>	Change of Tenant Inspection
<b>\$75</b>	Reinspection

AMOUNT DUE \$ \_\_\_\_\_

1. ADDRESS OF RENTAL UNIT: \_\_\_\_\_ DATE: \_\_\_\_\_

2. LANDLORD'S NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

~~~~~PLEASE PRINT ALL TENANT INFORMATION CLEARLY~~~~~

| First Name | Last Name | ADULT<br>(check) | CHILD<br>(Age) |
|------------|-----------|------------------|----------------|
|            |           |                  |                |
|            |           |                  |                |
|            |           |                  |                |
|            |           |                  |                |
|            |           |                  |                |

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Date Received: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Check No./Cash: \_\_\_\_\_ By: \_\_\_\_\_

**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 areas.

\_\_\_\_ ABC type fire extinguisher mounted w/in 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

Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_ Recorded by: \_\_\_\_\_