



MONROE TOWNSHIP HOUSING OFFICE
 125 VIRGINIA AVENUE
 WILLIAMSTOWN, NJ 08094
 856-728-9800 ext. 296 or 289
 856-629-2143 (fax)

dhamer@monroetownshipnj.org or smurphy@monroetownshipnj.org

REF # _____

APPLICATIONS SHOULD BE SUBMITTED 3-4 WEEKS PRIOR TO CHANGE OF TENANT

OFFICE USE ONLY	
OP	_____
_____	_____
WD	_____
SD	_____
VPF	_____

ONE APPLICATION PER UNIT		RENTAL APPLICATION	
PROPERTY INFORMATION FOR ADDRESS TO BE INSPECTED (PLEASE INCLUDE APT #)			
ADDRESS:	BLOCK:	LOT:	
APT#	WELL: Yes or No	SEPTIC: Yes or No	DEVELOPMENT NAME:
OWNER INFORMATION			
Name:	Phone #		
Address:			
Fax #	Email:		
Emergency Contact Name :	Phone #		
Fax #:	Email:		
TENANT INFORMATION			Move-in Date:
TENANT'S NAME:	Phone #:		
Other Occupants:			
# of Bedrooms:	# of Occupants:	# of Children:	Email:

PLEASE MAIL APPLICATION & PAYMENT BY CHECK OR MONEY ORDER ONLY, NO CASH OR CREDIT CARDS

- \$50 **NON-REFUNDABLE** yearly registration fee per rental unit if paid before April 1st
- \$100 Late fee if paid **AFTER** April 1st
- \$50 **NON-REFUNDABLE** fee for each change of tenant
- \$25 **NON-REFUNDABLE** re-inspection / no show fee
- \$100 Penalty for occupying without a certificate of occupancy

X _____ X _____ X _____
 SIGNATURE OF OWNER OR AGENT DATE PRINT NAME

OFFICE USE ONLY:			
_____	_____	Date received	_____ Received by
_____	_____	Amount paid	_____
Method of payment:	_____	Check number	_____ Money order
_____	_____	Cash	_____
Does owner match tax records: Yes or No			
Last rental inspection date: _____		Pass or Fail	
DATE OF INSPECTION _____		TIME FRAME _____	