



The City of New Brunswick

Division of Community Services
Bureau of Housing Inspections

Civic Square
25 Kirkpatrick Street - PO Box 269
New Brunswick, NJ 08903-0269
Phone: 732-745-5075 Fax: 732-745-5141

Three-Year Rental Inspection Letter

Date: _____

Property Address: _____

To Whom It May Concern:

Please be advised that pursuant to the City of New Brunswick's Ordinance O-110102 under the Property Maintenance Code 15.40.050, your above-referenced property is due to be inspected by this office. Enclosed please find the application for the required inspection. Applications are to be remitted within **ten (10) days** from receipt of this notice.

You must contact the Bureau of Housing Inspections **within 30 days of receipt of this letter** to schedule a mutually convenient time for inspection. Failure to comply with this notice within **30 days** will result in a minimum **\$500.00** fine. The following safety issues also will result in an automatic fine without notice:

- 1. Illegal key locks and blocked egress**
- 2. Illegal use or alterations**
- 3. Missing or non-operating smoke detectors**
- 4. Missing or non-operating carbon monoxide detector**

NOTE: One-family owner-occupied homes are exempt from inspections and fees.

All violations must be abated within 60 days or a **summons may be issued**. In certain instances, an extension may be granted at the discretion of the Code Official.

Please feel free to contact our office with any questions at (732) 745-5075.

Checks or money orders are to be made payable to The City of New Brunswick, Civic Square, 25 Kirkpatrick Street, PO Box 269, New Brunswick, NJ 08903-0269.