3 - Year Rental Inspection

Property Address:__________________________________________________________

To Whom it may concern:

Please be advised that pursuant to the City of New Brunswick’s Ordinance 0-0110102 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 form(s) for the required inspection. Applications and appropriate fees are to be remitted within 10 days from receipt notice. **Inspection fees are $20.00 for each dwelling unit to be inspected, not including the owner occupied unit. Checks or money orders are to be made out to the City of New Brunswick.** After receiving this letter, you must contact the Bureau of Housing Inspections within the next 30 days 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: 1 Family Owner Occupied Homes are Exempt from Inspections and Fees!**
All violations must be abated within **60 DAYS or Summons will be issued**. In certain instances an extension may be granted at the discretion of the Code Official. Re-inspection fee of $15.00 is required upon issuance of Violation Letter.

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

Mailing Address: Civic Square  
25 Kirkpatrick St.  
PO Box 269  
New Brunswick, NJ 08903-0269