



BOROUGH OF PINE HILL

CAMDEN COUNTY, NEW JERSEY

Rental Property Frequently Asked Questions

1. What constitutes a rental property? Any residential property that is occupied by anyone who is not the owner (family member, friend), regardless of whether or not money is collected for rent, is a rental property and is required to be registered.
2. How do I register? Complete a Rental Property Registration and License Application and submit to the Construction/Rental Property office along with a \$50 payment via cash, check or money order only.
3. How often do I have to register? Registration is once a year and the registration period is January 1 thru December 31. It is not one year from the registration date. Once registered, an invoice will be mailed to the owner's address on file in January with a due date of April 1.
4. What does the registration include? In addition to being a registered rental, registration includes an annual inspection.
5. How often do I need an inspection? Every rental property must have a passing inspection prior to occupancy. After initial occupancy, it must have a passing inspection at least once a year or when there is a change of tenancy, whichever occurs first.
6. Can an inspection be done with a lock box? Yes, but only if the property is vacant. Once occupied, the tenant (aged 18 or older) or the landlord can allow access for the inspection.
7. If/when my tenant moves out, do I need another inspection before the next tenant can move in? Yes, there is a \$50 inspection fee (payable by cash, check or money order only) and it must pass prior to re-occupancy.
8. What does an inspection include? Please see the Rental Pre-Inspection Check List.
9. What if the inspection fails? An inspection report is sent to the owner indicating all items that need correction. Corrections must be completed within 30 days and the property needs to be re-inspected.
10. What if I need more time to make the required corrections? Extensions for completion may be granted and are reviewed on a case by case basis.

11. Is there a fee for a re-inspection? Yes, there is a \$25 fee, also payable by cash, check or money order only.
12. If my property is not already occupied, is the tenant permitted to move in personal items (furniture, etc.) prior to a passing inspection? No, it must remain empty.
13. If I sell my property, do I need to notify the Construction/Housing Office? Yes.
14. What if I do not renew the registration by the due date? Registrations that are not renewed within 30 days of the due date will be assessed a \$20 late fee. If the registration remains outstanding, a Notice of Violation will be issued. If the violation notice remains outstanding, a mandatory court summons will be issued, with possible additional penalties.
15. What if I do not have a passing inspection? If the inspection remains outstanding, a Notice of Violation will be issued. If the violation notice remains outstanding, a mandatory court summons will be issued, with possible additional penalties.

To review the ordinance regarding rental properties, go to <https://clerkshq.com/pinehill-nj>, Section 10-22, Registration and Inspection of Rental Property