

Housing Paperwork Guidelines for Lakewood Township

Window is open from 8:30 am until 3:30 pm... Closed from 12:00 pm to 1:00 pm

- ❖ Rental application must be completed and legible with all correct names, addresses and phone numbers.
- ❖ Attached with a copy of the signed lease.
- ❖ If there is an Agent, an Owner's Affidavit for must be filled out and notarized. (***) please note- owner, agent or officer of the property **CANNOT** notarize the forms (***)

We always need a copy of the owner's driver's license and, if applicable, a copy of the agent's driver's license. If a driver's license is not present, we can take a county ID or state ID.

- ❖ If the owner on the rental application is not on the tax record, they will need a copy of the DEED or the HUD statement showing the property was recently purchased.

If the property address is owned by a business (LLC, partnership, etc.) then we need a copy of the driver's license from one of the officers of that business and they need to fill out the Certificate of Ownership form.

- ❖ If the owner of the property DOES NOT live in Ocean County, they MUST have an agent for that property that lives in Ocean County and the Owner's Affidavit form needs to be filled out and notarized. (N.J.A.C. 5:29-1.1)

If there is no lease for the property, an Affidavit of Residency form must be filled out, listing all tenants including children. This form must be notarized.

- ❖ A tenant CANNOT bring in the paperwork.
- ❖ If the tenant backs out of the rental agreement, the owner has 30 days from the inspection date to hand in a new lease with new tenants. If the tenant moved in and broke the lease, a new inspection must be done and new paperwork must be submitted.

****ALL NOTARIZED FORMS WILL NEED TO BE UPDATED YEARLY AND PHOTO ID'S BROUGHT IN WITH EACH APPLICATION.****

- ❖ If the property has a well, the well needs to be certified by a Well Certification Company with each new tenant and a copy of the well report along with the certification report must be submitted with your application.
- ❖ Landlord Identity Statements must be filled out and filed with the Township Clerk's office for each rental application.
- ❖ Please feel free to ask for a list of inspection requirements. All units must be ready by 9 am on the day of the inspection.

You will be given an inspection date- for a 2 hour time frame, call Marilyn between 8 am and 9 am the morning of the inspection at (732) 364-3760 ext. 5614.