

Housing Paperwork Guidelines for Lakewood Township

The Housing Window is open from 8:30 am until 4:00pm

- ❖ Rental application must be completed and legible with all correct names, addresses and phone numbers.
- ❖ If there is an Agent, an Owner's Affidavit for must be filled out and notarized. (***) **please note- owner is the only one required to notarize this form (***)**

If the property address is owned by a business (LLC, partnership, etc.) a Certificate of Ownership form must be filled out.

- ❖ 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)

An Affidavit of Residency form must be filled out, listing all tenants including children.

- ❖ 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.
- ❖ 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.