



24 N. Black Horse Pike
Runnemede, NJ 08078
856-939-2815

RESALE / NEW TENANT APPLICATION

Residential Dwelling
CHECKS OR MONEY ORDERS ONLY

Fee: \$100.00

\$25.00 Fee after first reinspection

Date: _____ Check Number: _____

Address of Property: _____ Block _____ Lot _____

Owner Name: _____

Owner Address: _____

Phone Number: _____ Email _____

Sale _____ Rental _____ Buyer _____ Tenant _____

Name(s) of Buyer/Occupants: _____

Address of Buyer/Occupants: _____

Number of Bedrooms: _____ Occupancy Date: _____

Phone: _____ Email: _____

Name of Realtor: _____

Address: _____

Phone: _____ Email: _____ Pets- Type and Number: _____

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-Application must be submitted at least 10 Working days prior to settlement or occupancy date.

-All work must be completed before a Certificate can be issued.

-Application expires 90 days after inspection, if the Certificate of Continued Occupancy has not been issued

-LANDLORD REGISTRATION AND A COPY OF LIABILITY INSURANCE REQUIRED FOR ALL RENTALS

-All construction permits shall be closed out before the Certificate of Continued Occupancy is issued

-Construction permits shall be required for any work performed without proper permits.

Signature: _____

Print Name: _____ Position: _____



Office of Code Enforcement

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Swimming Pool Affidavit

_____ There is no above or inground swimming pools of any type on the Property.

_____ There is a swimming pool on the property. A construction permit was obtained and a certificate of approval was issued by the Borough of Runnemede.

_____ The pool and all requirements have been maintained in accordance with the codes in effect at the time of issuance of the certificate of approval. A bonding/grounding certificate from a licensed New Jersey electrician, not dated over 30 days from the date of this application, shall be provided with this application.

I certify that all statements in this affidavit are true.

I am aware that if any of the foregoing statements made by me are willfully false, I will be subject under penalty of the law.

I am Owner/Agent of property located at:

_____ Runnemede, NJ 08078

_____ Signature

_____ Print Name

_____ Date