



Township of Montague

Housing Department

277 Clove Road - Montague, NJ 07827

Phone # 973-293-3366 | Fax # 973-293-8258

DATE: _____

BLOCK: _____

LOT: _____

QUALIFIER: _____

Our tax records indicate that you own one or more properties within the Township of Montague that are currently being rented, or have recently had a change in tenancy, or have not been properly registered with this department. In accordance with Township Ordinances Chapters 54A and 54B, all rental units must be registered and inspected prior to occupancy.

FEES & REQUIRED PAYMENTS

Each application type requires a separate application and a separate payment to the appropriate department.

- **\$100 One-Time Landlord Registration Fee** (due upon initial registration)
- **\$25 Annual Registration Fee per rental unit**
- **\$50 Housing Inspection Fee per unit** (triennial inspection or as required)
- **\$50 Reinspection Fee per unit** (if applicable)
- **Fire Inspection Fee** as determined by Fire Prevention (varies)

Note: Multiple units of the same application type may be included on one check. Separate checks are required when submitting payments to different departments.

INSPECTION REQUIREMENTS

Rental units are inspected once every three (3) years in accordance with Chapter 54A, unless an inspection is required due to a complaint, change in occupancy, failed inspection, or initial registration.

LEAD SAFE INSPECTION

The New Jersey Department of Community Affairs (DCA), under P.L. 2021, c.182 (N.J.A.C. 5:28A), requires lead-based paint inspections for rental units in pre-1978 single-family, two-family, and multi-unit dwellings. A Lead-Safe Certificate is required and must be renewed every three (3) years or upon tenant turnover, whichever occurs first. Non-compliance may result in penalties of up to \$1,000 per week. The Township of Montague has contracted with Lew Environmental to perform inspections. The cost is \$250 per unit for dust-wipe sampling, plus a \$20 state fee and a \$25 municipal Lead-Safe Certificate fee. Multi-unit discounts may apply. An optional XRF inspection for a Lead-Free Certificate is available for an additional \$150 per unit; units issued with a Lead-Free Certificate are exempt from future inspections. LEW Environmental: 908-654-8068 | www.lewenvironmental.com/montague
Full details are available on the Township website under the Housing Department.

COMPLIANCE DEADLINE

Please submit the completed forms and appropriate payments within ten (10) business days of this notice. Failure to register rental units may result in penalties under Chapters 42, 54A, and 54B.

IMPORTANT TAX REQUIREMENT

Pursuant to Section 54B-14, no rental unit may be registered or rented unless all municipal taxes and assessments are current. Please ensure your account is up to date.

OWNER OCCUPIED / ERROR NOTICE

If you believe this notice was issued in error, please provide documentation to the Housing Office, such as:

- Recent utility bill(s), and a written statement confirming owner-occupancy (full-time or seasonal), or
- Prior registration, housing, or fire inspection records showing compliance.

Upon receipt, our records will be reviewed and updated accordingly.



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Date: _____

Block: _____

Lot: _____

Qualifier: _____

Inspection Fee
\$50.00

Application for Housing Inspection – Triennial (Every Three (3) Years)

Property Information (Physical Location): _____

Property Owner Information

Responsible Party to be contacted to schedule time and date of inspection) ☐ YES ☐ NO

Owner Name(s) _____

Current Mailing Address _____

Phone Number: _____ Email: _____

Tenant Information

Responsible Party to be contacted to schedule time and date of inspection) ☐ YES ☐ NO

Tenant Name(s) _____

Current Mailing Address _____

Phone Number: _____ Email: _____

Occupancy Information

Number of Occupants: _____ Number of Bedrooms: _____

Lease Information

Lease Term/Length of Lease: _____ Start Date: _____ End Date: _____

Tenant Registration (Units within the Community Corporation of Highpoint – CCHP)

Are tenants registered with CCHP?

☐ Yes — Registration # _____ ☐ No ☐ N/A

***If not registered, please contact CCHP immediately to complete registration.

Inspection Type

☐ Initial Rental Inspection ☐ Triennial Inspection ☐ Reinspection

☐ Complaint Investigation ☐ Change of Occupancy Inspection

Date of Last Satisfactory Inspection: _____

Fees & Payment Information- A \$50 inspection fee is required for each rental unit when a triennial or other required inspection is due under Chapter 54A. Make checks payable to Montague Township. Applications will not be processed until all required fees are received. If a re-inspection is required, a \$50 fee must be paid prior to scheduling. If an inspection is not scheduled within 30 days of application processing, an additional \$50 fee will apply.

Once your application is approved and processed, you will be contacted to schedule an inspection date and time.

FOR OFFICE USE ONLY

Payment Received: \$ _____ ☐ Cash ☐ Check No. _____

Collected By: _____ Date: _____ COH # _____



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Registration Fee

\$100 – Initial Registration

\$25 – Each Unit Annually

RENTAL REGISTRATION & LICENSING APPLICATION

Please complete all applicable sections. Incomplete applications may delay issuance of a Rental License.

REGISTRATION INFORMATION

Registration Type

- ☐ Initial Registration (First Registration/New Owner)
☐ Annual Registration Renewal
☐ Amended Registration Information (No Fee)

PROPERTY INFORMATION

Property Address _____

Block _____ Lot _____ Qualifier _____

Property Classification

- ☐ Single-Family Residence ☐ Two-Family Residence ☐ Multifamily Residential Complex

PROPERTY OWNER INFORMATION

Owner Type

- ☐ Individual ☐ Partnership ☐ LLC ☐ Corporation ☐ Trust

Owner Name _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____

Email _____

CORPORATE OWNERSHIP

(Complete only if Owner is a Corporation, LLC, Partnership, or Trust.)

Business Name _____

Registered Office Address _____

Authorized Representative _____

PROPERTY MANAGING AGENT / EMERGENCY CONTACT

(Must be available 24 hours per day and authorized to make emergency repairs or expenditures.)

- ☐ No Managing Agent (same as Property Owner)

Managing Agent Name _____

Company _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____

Email _____

BUILDING ADMINISTRATOR *(Required only for Multifamily Residential Complexes.)*☐ Not Applicable ☐ Same as Managing Agent

Building Administrator Name _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____

Email _____

GARBAGE COLLECTION INFORMATION

Supplier/Carter _____

Address _____

Telephone _____

*The owner of any residential premises is required to arrange for the pickup or collection of refuse from the premises at least once a week during any period when the premises are occupied. **A landlord cannot assign this responsibility to a tenant;** if an attempt is made to assign the responsibility, the landlord shall remain legally responsible for compliance with collection obligations at the property.*

CERTIFICATION

I certify that the information contained in this application is true and complete to the best of my knowledge. I understand that I am responsible for filing an amended registration within twenty (20) days of any change to the information contained herein, as required by Township Ordinance. I further understand that rental licenses are not transferable upon a change in ownership.

Printed Name _____

Title _____

Signature _____

Date _____

FEE SCHEDULE

Description	Fee
Initial Owner Registration	\$100.00
Annual Registration	\$25.00 per Rental Unit
Triennial Inspection	\$50.00 per Unit
Reinspection	\$50.00 per Unit
Late Fee	\$50.00

FOR OFFICE USE ONLY**Registration Status**☐ New ☐ Renewal ☐ Amended**Payment Method**☐ Cash ☐ Check No. _____ ☐ Other _____Date Received _____ Received By _____



Township of Montague

FIRE PREVENTION BUREAU

277 Clove Road - Montague, NJ 07827

Phone # 973-293-3366 | Fax # 973-293-8258

Matthew Kansky - mkansky@montaguenj.org

Date: _____

Block: _____

Lot: _____

Qualifier: _____

Certificate of Smoke Detector & Carbon Monoxide Compliance RENTAL UNIT

N.J.A.C. 5:70-2.3 Certificate of Smoke Detector & Carbon Monoxide Alarm Compliance

(a) Before any one and two-family or attached single-family structure is leased, or otherwise made subject to a change of occupancy for residential purposes, the owner shall obtain a Certificate of Smoke Alarm/Carbon Monoxide Compliance, evidencing compliance with N.J.A.C. 5:70-4.19.

NOTE: THIS INSPECTION IS NOT REQUIRED FOR EXISTING OCCUPANTS WITH A VALID CERTIFICATE.

Date of Lease: Begin: _____ End: _____

Property Address: _____ Unit# _____ Block _____ LOT _____

Owners Name: _____ Phone: _____

Mailing Address: _____

Email: _____

Renters Name: _____ Phone: _____

Mailing Address: _____

Email: _____ Number of People to Reside in Unit: _____

Authorized Agent/Real Estate Agent (To schedule appointment and meet inspector)

Name: _____

Phone: _____ Email: _____

FEES:

\$45.00 Request received **more than 10 business days** prior to the change of occupancy/closing

\$90.00 Request received **4 to 10 business days** prior to the change of occupancy/closing

\$161.00 Request received **fewer than 4 business days** prior to the change of occupancy/closing

\$ 50.00 Mandatory reinspection fee for all units that fail the inspections.

Make checks payable to: Montague Township Fire Prevention.

Payment must be submitted with the application.

Official Use Only

Payment Amount: _____ Cash _____ Check No. _____ Date: _____

Inspection Date: _____ Time Range: _____

Notes: _____