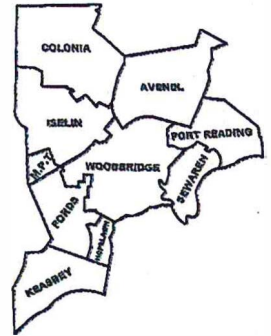


Township of Woodbridge

John E. McCormac, C.P.A., Mayor

Department of Planning and Development
Bureau of Housing
One Main Street, Woodbridge, New Jersey 07095
www.twp.woodbridge.nj.us, Tel: (732) 602-6009, Fax: (732) 726-2393



DATE

NAME
ADDRESS
ADDRESS

RE:

Dear

As you may know we have ordinances 17-5.1 & 17-5.2 and 17.6 & 17.9 in place requiring registration and inspection of Single and Multiple Dwelling Rental Units on an ANNUAL BASIS, our records show that the above referenced property is subject to this Ordinance.

For your convenience we have included a registration form and an application which needs to be completed and returned within 30 days of the above date to The Township of Woodbridge 1 Main St Woodbridge, NJ 07095 Attn: Housing Bureau along with a \$50.00 inspection fee for the first unit and \$25.00 for each additional unit (for multi-families only, Condo units are \$50.00 each). Once we receive the completed forms we will call you to schedule the inspection. If the multi-family is owner occupied, the inspection is not required. But, please complete the registration form and return it to the above address.

The inspector will inspect for a smoke detector on each floor, a carbon monoxide detector within ten (10) feet of the bedrooms, the overall habitability of the rental unit and property maintenance.

We can be reached at 732-634-4500 x 6466 to answer any questions you may have.

Thank you for your cooperation.


Very truly yours,

Robert F. Sobieski
Chief
Property Maintenance & Housing

Enclosures
RFS/dl