



# Township of Woodbridge

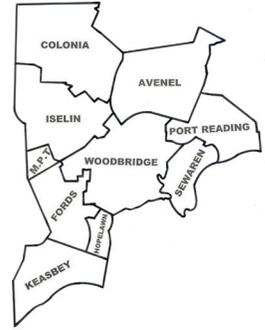
John E. McCormac, C.P.A., Mayor

## Department of Planning and Development

Bureau of Housing

One Main Street, Woodbridge, New Jersey 07095

[www.twp.woodbridge.nj.us](http://www.twp.woodbridge.nj.us), Tel: (732) 602-6009, Fax: (732) 726-2393



\*\*\*\* SAMPLE RENTAL INSPECTION LETTER \*\*\*\*

**OWNER NAME**  
**OWNERS ADDRESS**  
**TOWN, STATE, ZIP**

**RE: RENTAL PROPERTY ADDRESS**

Dear OWNERS NAME

As you may know we have ordinance 17-9.5b 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,

Michael Logan  
Chief  
Property Maintenance & Housing

Enclosures-RFS/dl