

Fee \_\_\_\_\_  
License # \_\_\_\_\_

**\*ISSUANCE OF LICENSE REQUIRED PRIOR TO ANY CHANGE OF OWNERSHIP OR CHANGE OF\*  
\*OCCUPANCY – CALL OFFICE FOR APPOINTMENT\***

**RENTAL FACILITY REGISTRATION**

The undersigned does hereby make registration to the Borough of Glassboro to own and operate a rental facility within the Borough of Glassboro.

When filling out this registration form please fill out **ALL** of the information in legible print. **Pay particular attention to the occupant information. If you live outside Gloucester County you are required to provide an approved registered agent – such agent must meet the requirements of Section 1 of Borough Ord. 379 and a signed, notarized affidavit shall be included with this rental application.**

Name of Owner \_\_\_\_\_

Owners Driver License Number (**required**) \_\_\_\_\_

Physical Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Owners Home Phone \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

Rental Location \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ # of Units \_\_\_\_\_ # of Occupants \_\_\_\_\_

(If you have more then one dwelling, please use another form. This form may be duplicated.)

**Full Name, Drivers License Number and Date of Birth for ALL OCCUPANTS-INCLUDING CHILDREN Attach additional sheets if needed.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Lease Expiration: \_\_\_\_\_

Tenant's Phone Number(s): \_\_\_\_\_

Registered Agents Name, Address and Phone Number (**required if landlord does not live within Gloucester County – attach notarized affidavit**) \_\_\_\_\_

Signature of Owner \_\_\_\_\_

-----DO NOT WRITE BELOW THIS LINE-----

Date of Inspection: \_\_\_\_\_

**THE FOLLOWING ARE REQUIRED: A FLOOR PLAN WITH DIMENSIONS OF EACH ROOM & PARKING DIAGRAM FOR EVERY RENTAL UNIT. INCOMPLETE REGISTRATIONS WILL BE RETURNED AND MAY BE SUBJECT TO LATE FEES.**

**Registration fee \$160.00 per unit includes one inspection and one re-inspection annually. There will be no charge for Change of Tenant Inspections. 2<sup>nd</sup> and all subsequent re-inspections are \$35.00, PAYABLE BEFORE SCHEDULING INSPECTION.**