



# TOWNSHIP OF FLORENCE

711 BROAD STREET • FLORENCE, NEW JERSEY 08518-2323

PHONE: (609) 499-2525 • WWW.FLORENCE-NJ.GOV

## STEPS FOR SUBMITTING YOUR LANDLORD RENEWAL APPLICATION FORM FOR 2024

**ALL INFORMATION IS REQUIRED TO PROCESS YOUR APPLICATION.**

**INCOMPLETE APPLICATIONS WILL BE RETURNED.**

1. Do not put multiple units on the same form. PLEASE FILL OUT A SEPARATE FORM FOR EACH UNIT YOU OWN.
2. Review your Landlord Renewal Form to ensure all information is correct
3. Be sure to include all updated phone numbers and contact information
4. Complete the required fields of the form and sign where indicated. Electronic signatures are accepted only if they are a verified e-signature (ex. Docusign, Dotloop)
5. Print legibly and spell names correct of ALL tenants, including children
6. Tenant **MUST** sign even if the tenants have not changed from the prior year. If you do not have a Continued Certificate of Occupancy (CCO) for the current tenants, please apply for the Housing Inspection (Rental) when you submit your landlord registration.
7. If the property is currently vacant, you are still required to register the property. Please write "Vacant" or "Unoccupied" under the section where you would list the tenants.
8. Return the completed registration form along with the appropriate fee no later than January 31<sup>st</sup>, see Chapter 2 for late fees
9. The cost is \$25 per each unit. Make the check payable to Florence Township
10. Once the fully complete paperwork and fee is received, Florence Township will issue the Landlord Certificate

Any questions, please call 609-499-2130 during our regular business hours, Monday-Friday 9am-4:30pm.

Thank you.

Florence Township Code Enforcement Office

# FLORENCE TOWNSHIP

711 Broad Street  
Florence, NJ 08518

## 2024 Landlord Renewal Form

### FOR MUNICIPAL USE ONLY

Application Fee of \$25 per Rental Unit (Late Fee \$ \_\_\_\_\_)

Received By \_\_\_\_\_ Date \_\_\_\_\_

Cash \_\_\_\_\_ Check # \_\_\_\_\_ Card \_\_\_\_\_

Landlord Registration Certificate # \_\_\_\_\_

Property Information			
Street Address & Dwelling Unit (if applicable)		Block	Lot
Owner of Property			
Name			
Address		City	State Zip
Telephone	Cell	E-Mail	
Property Management Company			
			<input type="checkbox"/> Check here if there is no managing agent
Name			
Address		City	State Zip
Telephone	Cell	E-Mail	
Emergency Contact			
Name			
Address		City	State Zip
Telephone	Cell	E-Mail	

The total number of occupants living in the dwelling unit is: \_\_\_\_\_

Name all tenants, including minors	Age	Relationship of Occupant	Tenant Telephone

\* if additional room is needed, please use the back of this form

I certify that I am the responsible tenant for this property \_\_\_\_\_  
Signature of Tenant Date

I certify that I am in compliance with all of the registration requirements above and understand that in the event there are any changes in ownership of this rental facility, or rental status, I am required by law to notify the Township of Florence before such change occurs. I further certify that I understand pursuant to Chapter 116 of the Code of the Township of Florence, an application to renew the *Landlord Registration Form* shall be filed annually no later than January 31<sup>st</sup> and amended, as necessary, within 20 days of each change of occupancy of the rental unit.

\_\_\_\_\_  
Signature of Landlord / Agent

\_\_\_\_\_  
Date