



The City of New Brunswick



Division of Fire Safety Bureau of Housing Inspections

Civic Square
25 Kirkpatrick Street
P.O. Box 269
New Brunswick, New Jersey 08903-0269
Phone: 732 745-5075 Fax: 732 745-5141

3 - Year Rental Inspection

Property Address: _____

To Whom it may concern:

Please be advised that pursuant to the City of New Brunswick's Ordinance 0-0110102 under the Property Maintenance Code 15.40.050 your above referenced property is due to be inspected by this office. Enclosed, please find the application form(s) for the required inspection. Applications and appropriate fees are to be remitted within **10 days** from receipt notice. **Inspection fees are \$20.00 for each dwelling unit to be inspected, not including the owner occupied unit. Checks or money orders are to be made out to the City of New Brunswick.** After receiving this letter, you must contact the Bureau of Housing Inspections within the next **30 days** to schedule a mutually convenient time for inspection. Failure to comply with this notice within **30 days** will result in a minimum **\$500.00** fine. The following safety issues also will result in an automatic fine without notice:

1. **Illegal key locks and blocked egress**
2. **Illegal use or alterations**
3. **Missing or non operating smoke detectors**
4. **Missing or non operating carbon monoxide detector**

NOTE: 1 Family Owner Occupied Homes are Exempt from Inspections and Fees!

All violations must be abated within **60 DAYS or Summons will be issued.** In certain instances an extension may be granted at the discretion of the Code Official. Re-inspection fee of \$15.00 is required upon issuance of Violation Letter. Please feel free to contact our office with any questions regarding this notice at (732) 745-5075.

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