

**EVESHAM TOWNSHIP LANDLORD REGISTRATION FORM**

**TO:** TOWNSHIP CLERK  
Evesham Township  
984 Tuckerton Road  
Evesham, New Jersey 08053

**DATE:** \_\_\_\_\_

**PROPERTY IDENTIFICATION:** Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Street Address: \_\_\_\_\_

**TYPE OF PROPERTY:**  Single Family Dwelling  Townhouse  Condo  Other \_\_\_\_\_

**OWNER(S) NAME :** \_\_\_\_\_

**MAILING ADDRESS** \_\_\_\_\_

**TELEPHONE NO. (\_\_\_\_\_)** \_\_\_\_\_

**RENTAL AGENCY NAME (IF APPLICABLE) :** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE NO. (\_\_\_\_\_)** \_\_\_\_\_

**SECOND PARTY EMERGENCY CONTACT  
AUTHORIZED TO ACCEPT SERVICES:** \_\_\_\_\_

**TELEPHONE NO. (\_\_\_\_\_)** \_\_\_\_\_

**MANAGEMENT AGENT (IF APPLICABLE) :** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**TELEPHONE NO. (\_\_\_\_\_)** \_\_\_\_\_

**HOMEOWNERS ASSOCIATION:** \_\_\_\_\_

**ADDRESS :** \_\_\_\_\_

**TELEPHONE NO. (\_\_\_\_\_)** \_\_\_\_\_

**NAME OF MORTGAGE COMPANY:** \_\_\_\_\_

**ADDRESS :** \_\_\_\_\_

**TYPE OF HEATING FUEL (i.e. gas/electric, etc.):** \_\_\_\_\_

**HEATING FUEL SUPPLIERS NAME:** \_\_\_\_\_

**cc: TAX ASSESSOR  
TAX COLLECTOR  
FIRE DEPARTMENT  
MUA**



# EVESHAM TOWNSHIP FIRE DISTRICT NO. 1

*Fire Prevention Division*

P.O. Box 276 – 984 Tuckerton Road – Evesham, New Jersey 08053-0276 – 856-983-2750

October 4, 2018

Landlords  
Evesham, NJ 08053

Re: Change of Occupancy Inspections in Rental Properties

Dear Sir and Madam,

The Uniform Fire Code places specific “change of occupancy” requirements with respect to one and two-family dwellings, attached single family structures and apartments sold, leased or otherwise made subject to a change of occupancy for residential purposes. Under N.J.A.C. 5:70-2.3, the **owner** shall obtain a Certificate of Smoke Alarm, Carbon Monoxide Alarm, and Portable Fire Extinguisher Compliance (CSACMAPFEC) inspection **prior** to tenant(s) occupying the property.

### ***General Requirements***

General requirements for the CSACMAPFEC inspection can be found below. Smoke alarm placement requirements are established by the year the dwelling unit was constructed. Specific requirements related to year of construction and quantity/location of smoke alarms can be found at <https://inspections.eveshamfire.org/>

- Operable Smoke Alarm on each level of the dwelling, including the basement. Smoke alarm placement based on year of construction (see website for specific requirements)
- Operable, labeled and charged Fire Extinguisher. Size 2A:10B:C, no smaller than 2 ½ pounds and no larger than 10 Lbs. Installed with manufacturer provided brackets and the top of the extinguisher not more than 3 feet to 5 feet above the floor. Either installed in the kitchen or within 10 feet of the kitchen area.
- Operable Carbon Monoxide Detector installed in the immediate vicinity of the sleeping areas for all dwellings that contain fuel-burning devices or attached garage.
- House number must be a minimum of 30 inches from the ground and 3 inch Arabic numbers that are visible from the road.

Note: after-market fire alarm/security systems must be able to function without electricity and meet state fire and building codes.

### ***Scheduling Rental Inspections***

- Rental home inspections can be scheduled online and immediately paid for by the landlord/owner with a credit card at our website [www.eveshamfire.org](http://www.eveshamfire.org)
- Inspection dates and times can be selected at the time of scheduling and are available based on location within the township (see below).
- Change of occupancy inspections must be complete prior to the tenant occupying the rental unit.

### ***Scheduled Inspection Times***

- Rental home inspections and ***only*** inspections scheduled online and paid for immediately will be conducted at one of the following times.
  - Tuesdays (Morning)
    - (5) A 0800-0900AM South
    - (4) B 0900-1000AM North
    - (4) C 1000-1100AM North
    - (1) D 1100-1200PM North
  - Thursdays (Afternoon)
    - (4) E 100-200PM North
    - (4) F 200-300PM North
    - (4) G 300-400PM North
    - (5) H 400-500PM South

I appreciate your understanding and cooperation in this matter. If you have any questions, please do not hesitate to contact the Fire Prevention Division at 856-983-2750.

Respectfully,



Captain Scott Freedman  
Fire Official/Fire Marshal, Fire Subcode Official