

New policy for Approvals of Rental Certificates and Resale of Property

MANY PROPERTIES IN THE CITY OF CAMDEN DO NOT HAVE A CERTIFICATE OF OCCUPANCY (CO).

THEREFORE, EFFECTIVE 2/1/2012, THE CITY OF CAMDEN'S DEPARTMENT OF CODE ENFORCEMENT HAS INSTITUTED THE FOLLOWING THAT WILL BE ENFORCED, PER STATE STATUTE.

ALL BUILDINGS WHETHER THEY BE COMMERCIAL, PRIVATE, AND OR RELIGIOUS ENTITIES MUST HAVE A CERTIFICATE OF OCCUPANCY (CO), FOR THE LIFE OF THE BUILDING.

THEREFORE, UPON SELLING OR REHABBING ANY PROPERTIES IN THE CITY OF CAMDEN, YOU MUST OBTAIN AN INSPECTION FOR APPROVAL OF CERTIFICATE OF OCCUPANCY (CO) IN THE DEPARTMENT OF CODE ENFORCEMENT'S **BUILDING BUREAU LOCATED IN ROOM 403, CITY HALL.**

THIS INSPECTION WILL BE CONCURRENT WITH AN INSPECTION FROM OUR HOUSING BUREAU CODE ENFORCEMENT OFFICER.

THIS IS TO PROTECT THE POTENTIAL RENTERS AND HOME OWNERS FROM ANY UNSAFE CONDITIONS IN THESE PROPERTIES.

LANDLORDS/PROPERTY OWNERS WHO WANT TO RENT THEIR PLACE OF BUSINESS OR HOME

THIS WILL BE A ONE-TIME ACTION FOR ANY PROPERTY THAT DOES NOT ALREADY HAVE A CERTIFICATE OF OCCUPANCY (CO) IN PLACE.

ONCE THE CERTIFICATE OF OCCUPANCY HAS BEEN OBTAINED, AND ALL PUBLIC SAFETY INSPECTIONS, HAVE BEEN COMPLETED, THE DEPARTMENT OF CODE ENFORCEMENTS HOUSING BUREAU WILL BE ABLE TO RELEASE YOUR RENTAL CERTIFICATES FROM CODE ENFORCEMENT'S HOUSING BUREAU IN ROOM 101.

Please ensure that you fill out your rental certification applications correctly and all information that is required is on the application. Any information that is missing from the application is cause for denial and or delay with your application such as, an active phone number/cell number, your real address/proper address of where you live, not the address of the rental.

WE MUST TAKE THIS ACTION TO BRING ABOUT COMPLIANCE WITH ALL HEALTH AND SAFETY THAT MAY ARISE WHEN SELLING, REHABBING AND/OR RENTING PROPERTIES IN THE CITY OF CAMDEN.

SHOULD YOU HAVE ANY QUESTIONS PLEASE CALL (856) 757-7345 OR (856) 757-7032.