

## **BUREAU OF HOUSING**

**Phyllis M. Kelly**, Director of Inspections  
Department of Code Enforcement  
Bureau of Housing  
520 Market Street  
City Hall, Room 101  
P.O. Box 95120  
Camden, NJ 08101-5120  
**Phone: 856-757-7075**  
**Fax: 856-966-3409**

The purpose of the Bureau of Housing is to enforce the City Code 418 Property Maintenance Code of the City of Camden, which establishes requirements and standards for the protection of public health, safety, and welfare.

### **Property Maintenance Inspections**

The Bureau of Housing performs inspections of owner occupied, rental, multiple dwellings, business and various other inspections of residential and commercial properties for property maintenance compliance. Upon completion of the initial inspection the owner is sent a copy of the violation record and given a date for reinspection; if the violations have not been abated, court action may be instituted. Rental properties are required to be inspected at the change of ownership and/or occupancy. Rental properties are required to be inspected and possess a Rental Approval Certificate prior to occupancy; multiple dwellings of three or more units require a license.

#### **Requirements**

- All taxes must be current (Tax Office Room 117).
- All utilities must be on at time of inspection
- Inspections must be paid in full at time of scheduling
- All properties must be registered with Rent Control (Room 101)
- All properties must be registered with Municipal Clerk's Office (Room 105)

**DIVISION OF INSPECTIONS**

**RM 101 – CITY HALL  
CAMDEN, NJ 08101  
TELEPHONE: (856) 757-7075 FAX: (856) 966-3409  
EMAIL: hintern@ci.camden.nj.us**

**RENTAL APPROVAL PROCESS**

**1. Complete RENTAL APPROVAL Application.** *Each NEW TENANT requires a NEW APPLICATION and FEE. Forms can be obtained in person or they can be mailed to you.*

**2. Pay Fees:**

- **Single Family Home** **\$100.00** consist of the initial inspection and one re-inspection  
**\$25.00** for any additional re-inspections thereafter
  
- **Apartments (per unit)** **\$50.00** consist of the initial inspection and one re-inspection  
**\$25.00** for any additional re-inspection thereafter
  
- **Multiple Family Dwelling** - **\$150.00** for three (3) units consist of the initial inspection and one re-inspection  
**\$35.00** for the next five (5) units  
**\$20.00** for each additional unit  
**\$25.00** for any additional re-inspections

***FAILURE TO APPEAR FOR A SCHEDULED APPOINTMENT WILL RESULT IN AN ADDITIONAL FEE OF \$90.00  
ALL UTILITIES MUST BE ON AT THE TIME OF INSPECTION.***

**3. Must also register with:**

- Rent Control at (856) 757-7075
- Municipal Clerk's Office for Landlord Registration at (856) 757-7107

**4. Taxes Must Be Current** - Tax Office at (856) 757-7003

**5. Duplex property must show proof that it is legally zoned** – Tax Assessor's at (856) 757-7017

**RETURN COMPLETED APPLICATION WITH PAYMENT IN PERSON OR TO:**

**CITY OF CAMDEN  
THE DIVISION OF INSPECTIONS  
1<sup>ST</sup> FL, RM 101 – CITY HALL  
CAMDEN, NJ 08101**

Check or money order payable to: **CITY OF CAMDEN**

***PLEASE DO NOT SEND CASH THROUGH THE MAIL.***

Property Maintenance Code Book can be purchased in the Municipal Clerk's Office, Room 105.