

**DIVISION OF INSPECTIONS**

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