



VICTOR CARSTARPHEN
MAYOR

DEPARTMENT OF CODE ENFORCEMENT
CITY OF CAMDEN
NEW JERSEY

Bureau of Housing Inspections
TEL: (856) 757-7075

RENTAL APPROVAL PROCESS

1. **Complete RENTAL APPROVAL Application.** *Each NEW TENANT requires a NEW APPLICATION and FEE.*
 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 each 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

MAIL COMPLETED APPLICATION WITH PAYMENT TO:

CITY OF CAMDEN
THE DIVISION OF INSPECTIONS
1ST 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.

CITY HALL 520 MARKET STREET SUITE 101, CAMDEN, NEW JERSEY 08101-5120
EMAIL: HOUSINGSCHEDULE@CI.CAMDEN.NJ.US FAX: 856-966-3409