



EDISON

Thomas Lankey, Mayor

DEPARTMENT OF HEALTH & HUMAN RESOURCES
DIVISION OF HEALTH
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GUIDELINES FOR RENTAL REOCCUPANCY CERTIFICATE OF APPROVAL

1. Request for inspection shall be made by the landlord on an application provided by the Edison Division of Health, accompanied by a fee of **Seventy Five Dollars (\$75.00)**
2. One application shall be completed for each dwelling unit and must be submitted to the Division of Health at least seven (7)-business day's prior to the expected date of reoccupancy.
3. The Edison Division of Health will conduct an inspection within seven (7) working days of receipt of the application but no earlier than seven (7) days prior to the expected date of vacancy.
4. If substantial compliance with applicable codes, regulations, statutes and other ordinances is found, then a Rental Certificate of Approval will be issued immediately. The landlord shall keep a copy within the required log book (as indicated in ordinance).
5. If, upon inspection, a Certificate of Approval is not issued, the unit may not be occupied until a reinspection by the Division of Health results in the issuance of a Certificate of Approval. Extenuating circumstances, which may result in loss of revenue to landlords, will be considered on an individual basis. You may request the reinspection in person, by telephone, or mail, but be sure the violations have been corrected.

There is an additional charge of one-hundred dollars (\$100.00) for each reinspection. This charge is payable solely by the landlord.

The following items would be considered substantial violations and would preclude issuance of a Certificate of Approval:

- A. Defects in vital facility such as broken toilets, lack of hot or cold running water, lack of heat, lack of light, lack of ventilation or broken windows.
- B. Defects that present the hazard of fire, accidents or other calamities. Dilapidation, disrepair, structural integrity, or uncleanliness so as to assist or cause the spread of disease or harbor insects, rodents or other vermin.
- C. Defects which would constitute a threat to safety or welfare, or whose repair would be a major inconvenience to the tenant after reoccupancy.

Additional information may be obtained from the Housing Section by calling (732) 248-7273.