

March 28, 2011

[!Owner Name]

[!Owner – Address 1]

[!Owner – City], [!Owner – State] [!Owner – Zip Code 1]

Re: Residential Housing Registration and Maintenance Code

[!Street Address]

Block [!Block], Lot [!Lot]

Raritan, NJ 08869

[!Owner Name] ,

The above referenced property is required to be registered and inspected in accordance with Raritan Borough Ordinance Number 2010-13. The enclosed registration form must be completed in its entirety, signed and dated, and returned to the property maintenance office along with a sketch floor plan including dimensions, the use of each room identified, and the location of all exits of each rental unit. An annual fee in the amount of fifty dollars (\$50.00) is due for each rental unit*. Copies of the ordinance, registration forms and further information is available at Borough Hall or on the Raritan Borough Website, www.raritanboro.org. All registration forms, along with a check made payable to Borough of Raritan must be received in our office no later than May 1, 2011.

Please submit to: Raritan Borough Municipal Building, Property Maintenance Office, 22 First Street Raritan, N.J. 08869.

All rental properties are required to be inspected by the Property Maintenance Department at the time of registration and again within 24 months or prior to the occupancy by a new tenant. Property owners or a designated representative of the property owner must call our office to schedule an inspection. All single family rental homes, commercial buildings containing residential dwelling units, and all two-family and multiple family dwellings are subject to these requirements. For inspections please call (908) 231-1300 extension 24.

If you have any questions please call, (908) 231-1300 extension 25.

Very Truly Yours,

Lou Gara,
Construction, Zoning and Housing Official

*The Registration fee is based on the number of rental units on the property. Single Family-\$50.00, owner occupied 2 Family-\$50.00, two-family-\$100.00, three family-\$150.00, additional \$50.00 per unit.