

**Please contact South Hackensack Township, NJ directly, for the Renter's Packet. If you have any questions or concerns, please call the building department at (201) 440-1815 ext. 106 or ext.100.**

### **Residential Rental Properties**

All residential rental properties must be registered with the town. If you own a rental property and have not yet completed the registration please do so immediately at Town Hall.

Rental properties are required to be inspected prior to any new rental or lease. Please contact the Building Department to schedule all inspections. The fees for inspection are listed below.

Certification of Inspection	\$50
	\$25 (re-inspection)
Smoke & Carbon Monoxide Detector Inspection	\$25
Amended Applications	\$25 each

### **Frequently Asked Questions**

**1. Do I need to file the Statement (Rental Property Registration Form) for a property even if it is a one-family home?**

Yes, if you are the owner of a home that you rent, whether you rent one unit or more, whether you live there or not, you must complete the statement and return it to the township.

**2. Is an inspection required at this time?**

An inspection is required prior to a new tenant moving in. You do not need an inspection if tenants already occupy the unit; however you are required to complete and submit the Rental Property Registration Form.

**3. Is there a fee to file the Rental Property Registration Form?**

No, there is no fee to file the required form. There is a fee for a Certificate of Inspection and Smoke Detector/Carbon Monoxide/Fire Extinguisher Compliance (required by Uniform Fire Safety Act), which is required prior to every new tenant occupancy.

**4. How shall I arrange for an inspection of the rental unit(s) that I own?**

Applications for Certificate of Inspection may be obtained from the Building Department between 9 a.m. and 4:30 p.m. Monday through Friday. Upon filing of an application and the appropriate fee, an inspection will be scheduled by the

Building Department. You may contact the Building Department by calling 201-440-1815 ext. 106 or 100.

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Township of South Hackensack  
227 Philips Ave  
South Hackensack, NJ 07606  
Tel (201) 440-1815  
Fax (201) 440-0719