ORDINANCE 2019:1469

AN ORDINANCE AMENDING THE REGISTRATION OF RESIDENTIAL RENTAL UNITS
ORDINANCE OF THE CODE OF THE BOROUGH OF HADDON HEIGHTS,
IN THE COUNTY OF CAMDEN, STATE OF NEW JERSEY

WHEREAS, it is in the best interest of the health, safety and welfare of the citizens of the Borough of Haddon Heights to enact an Ordinance regulating the rental of residential units within the Borough; and

WHEREAS, N.J.S.A. 40:48-2 provides in relevant part that a municipality may make, amend, repeal and enforce ordinances not contrary to the laws of this State or the United States, as it may deem necessary and proper for the good government, order and protection of persons and property, and for the preservation of the public health, safety and welfare of the municipality and its inhabitants; and

WHEREAS, N.J.S.A. 40:48-2.12(a) provides in relevant part that the governing body of any municipality may make, amend, repeal and enforce ordinance to regulate buildings and structures and their use and occupation to prevent and abate conditions therein harmful to the health and safety of the occupants of said buildings and structures and the general public in the municipality; and

WHEREAS, N.J.S.A. 40:48-2.12(b) provides in relevant part that the authority conferred by this act shall be in addition to authority heretofore or hereafter conferred on the governing bodies of municipalities in respect to the construction and maintenance of buildings and structures and parts thereof endangering the public health and safety; and

WHEREAS, N.J.S.A. 40:48-2.12(c) provides in relevant part that any ordinance adopted pursuant to this act may provide for registration of owners and management of every building and structure in the municipality which is occupied by two or more families as tenants of the owner or lessor; and

WHEREAS, N.J.S.A. 40:48-2.12(f) provides in relevant part that any ordinance adopted pursuant to this act may also provide that the municipality may abate a nuisance, correct a defect, or put the premises in the proper condition so as to comply with the requirements of any municipal ordinance or state law applicable to thereto, at the cost of the owner or lessor, and expend municipal funds for such purpose and charge the same against the premises, and the amount thereof as determined by the governing body of the municipality shall be a lien against the premises;

NOW, THEREFORE, BE IT ORDAINED by the Borough Council of the Borough of Haddon Heights, County of Camden, State of New Jersey as follows:

Section 1: Chapter 350 of the Code of the Borough of Haddon Heights, an Ordinance entitled “Registration of Residential Rental Units” is hereby amended as follows:

§350-1. Purpose.

The governing body of the Borough of Haddon Heights finds and declares that the Property Maintenance Code sets the minimum standards for safety and habitability and the continued occupancy of residential units in order to protect the public health, safety and welfare. Minor violations of the Property Maintenance Code shall not prevent the continued occupancy of a residential unit. The governing body of the Borough of Haddon Heights finds and declares that a registration and inspection scheme for the residential units is a rational exercise of the municipal police power to establish that each residential rental unit substantially
complies with the standards set forth in the Property Maintenance Code in order to insure safety and habitability of each residential unit.

In addition to any other remedies in law or equity not set forth herein, enforcement authority shall be vested in the Code Enforcement Department and their respective inspectors, including, but not limited to the Construction Department, Health Department, Police Department, Fire Department and the Department of Public Works which shall also have enforcement authority with respect to this Ordinance. The Mayor, with the advice and consent of council, may also designate, when necessary, additional enforcement duties for other Borough Departments to protect neighborhoods from becoming blighted through the lack of adequate maintenance and security of rental properties.

N.J.S.A. 46:8-28.1 mandates the registration of rental units within the State of New Jersey or within the municipality wherein the rental unit is situated; and municipalities are authorized to regulate buildings, used for sleeping, lodging and occupancy purposes, including, rental housing or living units under N.J.S.A. 40:52-1 et seq. N.J.S.A. 40:82-12(a) authorizes the Governing Body of any municipality to make, amend, repeal and enforce ordinances to regulate buildings and structures, and their use and occupancy, to prevent and abate conditions therein harmful to the health and safety of the occupants of the buildings and the general public in the municipality.

The Mayor and Borough Council have received numerous complaints related to rental properties located within the Borough and it is come to their attention that a number of rental units within the Borough are overcrowded and unsupervised by the landlord, thereby creating conditions harmful to the health and safety of the occupants and the general public.

The problems are exacerbated by absentee landlords who do not properly manage or supervise their rental properties; and conditions such as overcrowding, noise complaints, and code violations have caused and continue to cause the Borough to incur considerable expense in its enforcement efforts and to have a deleterious effect on the quality of life of Borough residents.

In an effort to contain the many problems represented by poorly managed rental units, the Borough has established a Rental Property Regulation which is to be administered by the Public Officer.

It is the express intention of the Governing Body to hold landlords accountable for unsafe and unsanitary conditions and for units which experience overcrowding, disturbances, nuisances, damage, and incur public expense resulting from inadequately supervised rental units, and which disturb the peace and tranquility of the general public.

The Mayor and Council have determined that it is necessary to require persons who engage in the business of offering property for rent to file an annual Rental License Application, to obtain a Rental License and or a Certificate of Continuing Occupancy for each rental unit.

To assist the Public Officer in effectively fulfilling his responsibilities, it is necessary to identify all rental properties to properly regulate the rental properties, enforce all laws, ordinances and regulations, safeguard the health and safety of all residents of the Borough of Haddon Heights, and ensure proper management of rental properties.

The Mayor and Council believe it is in the public interest to license all landlords of rental properties and to provide for the establishment of additional regulations of rental properties which will identify all rental properties, owners, managing agents and tenants in order to ensure the safety of all tenants and the quality of life for all residents in the Borough.

This chapter shall be known as the “Borough of Haddon Heights Residential Rental Registration Fee Ordinance” which establishing a uniform system for the registration of rental units, the licensing of such units, and to impose sanctions on landlords who commit repeated violations of state and municipal law.

§350-3. Applicability.

All single-family rental properties and multi-family rental properties within the Borough.


**Agent** shall mean an individual or entity, when used in the proper context that is authorized by the owner of a dwelling unit to act on their behalf.

**Apartment** shall mean and include that portion of a dwelling unit, rented or offered for rent for living and dwelling purposes; to one (1) individual or family unit, together with all privileges, services, furnishings, furniture, equipment, facilities and improvements connected with the use occupancy of such portion of the property.

**Available for Rent to Tenant** shall mean fit to habitation as defined by the Statutes of the State of New Jersey, and the Codes and Ordinances of the Borough of Haddon Heights.

**Building** shall mean any building, or structure, or part thereof, whether used for human habitation or otherwise, and includes any outhouses, and appurtenances belonging thereto or usually enjoyed therewith.

**Certificate Continued Occupancy** shall mean that as a result of a general inspection of the visible parts of the building, no violations have been determined to have occurred and no unsafe conditions have been found and that the existing use of the building has heretofore lawfully existed.

**Designee** shall mean an individual or entity when used in the proper context that is authorized by the Mayor and Governing Body to act for the Public Officer.

**Dwelling Unit** shall mean and include that portion of a building or structure rented or offered for rent to one (1) or more tenants or family units. A room or series of connected rooms designed for permanent residency, containing living, cooking, sleeping and sanitary facilities. The dwelling unit shall be self-contained and shall not require the use of outside stairs (other than those required for initial access to the structure), passage through another dwelling unit or other indirect route to get to any portion of the dwelling unit. Any cottage, bungalow, room or group of rooms in occupying all or part of a floor or floors in a building, with housekeeping facilities for dwelling purposes.

**Governing Body** shall mean the Borough Council of the Borough of Haddon Heights.

**Individual Condominium Units or Townhouses** shall mean and be treated as separate and individual rental properties.

**License** shall mean the license issued by the Public Officer (Code Enforcement Officer) of the Borough of Haddon Heights or designee attesting that the rental unit has been properly registered in accordance with this ordinance. Collectively, the licenses issued to the owner of either a single-family rental property or multi-family rental property pursuant to this ordinance. Each dwelling unit in a multi-family rental property shall be separately licensed pursuant to the provisions of this ordinance.
Licensee shall mean the person to whom the license is issued pursuant to this article. The term "licensee" includes within its definition the term "agent" where applicable.

Maintenance or Property Maintenance shall mean the cleanliness and proper working order and upkeep of all areas used by tenants and the public.

Mayor shall mean the Mayor of the Borough of Haddon Heights.

Multi-family Rental Property shall mean any structure containing two (2) or more units available for rent, whether occupied or not, also referred to as a covered property.

Tenants, Lessee or Occupants of Rental Units shall mean those persons who have leased the unit from the owner regardless of the type of tenancy under which they occupy the unit.

Owner or Landlord shall mean the fee owner of any single-family rental property or multi-family rental property whether individual, corporation, partnership, trust, limited liability company or other business entity. For the purpose of this ordinance, owner shall also include all corporate officers, partners, trustees, trust beneficiaries, members of LLCs or others with a control interest in an owner, no matter the form.

Owner Occupied shall mean the primary residential-living unit of the owner.

Parties in interest shall mean all individuals, associations and corporations who have interests of record in a building and any who are in actual possession thereof.

Post/Posting shall mean the requirement to permanently affix information required to be made known to tenants at rental properties regulated by this ordinance. Posting shall be at eye level near the primary entrance to the property, at a place where it is most likely to be seen. The Code Enforcement Department shall provide forms that shall be used for posting.

Public authority shall mean any housing authority or any officer who is in charge of any department or branch of the government of the municipality, county or State relating to health, fire, building regulations, or to other activities concerning buildings in the municipality.

Public officer shall mean the Borough Officials who is or are authorized by this ordinance to exercise the powers prescribed by this ordinance and by P.L.1942; c.112 (N.J.S.A.40:48-2.3 et seq.). Notwithstanding any other provision of law to the contrary, nothing shall prevent the Mayor and Council from designating more than one public officer for different purposes as provided by law.

Quality of Life Violations all encompass the provisions of the Borough of Haddon Heights Code, Chapter in addition thereto but not limited to the following: disorderly, indecent, tumultuous or riotous conduct, including, by way of example, but not limited to, simple assault, assault, terroristic threats, harassment, urinating or defecating in public, lewdness, criminal mischief, crimes against property or excessive noise, by a tenant or a tenant's guest on or in the vicinity of any single-family rental property or multi-family rental property wherein such tenant resides. A violation shall be deemed to have occurred in the vicinity of a covered property if such violation occurred in the adjacent public right of way in front of the covered property or on any property adjacent to the covered property.

Rental Property shall mean any structure or building which contains one (1) or more individual residential rental units.
Rental Unit shall mean and include that portion of a dwelling, building or structure rented or offered for rent, for living and dwelling purposes to individuals or to family units.

Residence shall mean and include that portion of a dwelling, building or structure rented or offered for rent for living and dwelling purposes to individuals or family units.

Reside shall mean to dwell permanently or continuously occupying a residence as one’s legal domicile; not exceeding the leased occupancy maximum and utilizing the location of designated and permitted sleeping areas as stated on the drawing of the unit lease agreement.

Single-family Rental Property shall mean any single-family structure held out for rental, whether occupied or not, also referred to as a covered property.

§350-5. License required by landlord to rent residential property.

No person(s), corporation or business entity shall offer any residential property for rent, or shall rent, lease or let any residential property to any person or persons without first obtaining a license by way of completing a Rental Property Registration and License Application.

§350-6. License fee.

The owner or agent must submit to the Borough of Haddon Heights Code Enforcement Department an annual nonrefundable license fee in the amount of fifty ($50.00) dollars per dwelling unit. The fee shall be valid for the calendar year, or remaining portion of the calendar year in which the license was initially required. The Licensing Fee shall be applied for at the Municipal Building. A Certificate of Continued Occupancy is required for change of ownership and change of tenancy (see fee schedule section 350-13).

Registrations and license fees are due January 1st of each year and must be received no later than April 1st of the year due. Failure to do so will result in a penalty as defined in §350-24 of this ordinance.

In the event that ownership of the property is transferred, the seller must notify the Code Enforcement Department of the transfer and the buyer shall apply for a Certificate of Continued Occupancy for new ownership within ten (10) days of transfer. The buyer must fulfill the requirements of the annual Rental Registration and licensing cycle.

In the event, at the time of registration for any rental unit the landlord has outstanding violations that have not been abated as outlined in this ordinance, the fee for a new application shall be One Hundred Fifty Dollars ($150.00).

§350-7. License application.

The owner of every rental property within the Borough of Haddon Heights shall file a Rental Property License Application with the Borough of Haddon Heights Code Enforcement office, Public Officer or designee. The applicant shall provide the information required on the application form.

§350-8. License application filing.

The owner or agent of every rental property within the Borough of Haddon Heights must submit a new license application annually. The application shall be valid for the calendar year, or remaining portion of the calendar year in which the license was initially required. Rental Unit License applications are due January 1st of each year and must be received no later than January 31st of the year due. Failure to do so will result in a penalty as defined in §350-26 of this ordinance.

The Rental Property License Application shall include:

A. The names and addresses of owners of record of the rental property, including all general partners, in the case of a partnership and all members in the case of a limited liability company and all shareholders in the case of a corporation.

B. The name and address of a person who resides in the Borough of Haddon Heights and who is authorized to accept notices from a tenant or the Borough, to issue receipts for these notices; and to accept the service of process on behalf of the owner of record.

C. The name, address and telephone number of the owner of record or representative of same, or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including the making of repairs and can be onsite at the unit within one (1) hour of contact by tenant or Public Authority.

D. The information contained in the Rental Property License Application must set forth information for each unit within the rental property.

E. The names and addresses of all holders of recorded mortgages on the property.

F. If fuel oil is used to heat the unit, the name and address of the fuel oil dealer servicing the unit and the grade of oil used.

G. A statement that the owner acknowledges and grants permission to the Public Official for the right to inspect the dwelling unit in which license is requested.

H. Such other information as may be required by the Borough.

§350-10. Change of tenancy.

In the event the tenancy changes during the year, the landlord, owner or managing agent, shall, within ten (10) days of the change in tenancy, file for a Certificate of Continued Occupancy Application for the units change of tenancy. A change in tenancy shall mean a complete change of Lease.


A. No person shall occupy any rental unit, nor shall the owner permit occupancy of any rental unit unless the unit is registered and in accordance with but not limited to:

(1) Article 1 herein;

(2) The International Building Code 1997; Property Maintenance Code;

(3) Borough Zoning Ordinance;

(4) Property Maintenance Code;
(5) Uniform Construction Code;

(6) Health Code;

(7) Housing Code;

(8) Fire Code;

B. "Overcrowding", it shall be unlawful for any person, including the owner, agent or tenant, to allow the number of residents in the unit to exceed the maximum number allowed to reside in the unit or to violate the location of designated and permitted sleeping areas as stated in the unit lease agreement and applicable law.

C. Only those persons whose names are on the lease agreement may reside in the registered premises. It shall be unlawful and a violation of this Article for any other person to reside in the premises. This provision may be enforced against the landlord, tenant and or other person residing in the premises.

D. No rental property or unit shall be conducted or maintained in such a manner as to constitute a Quality of Life Violation.


- Petitioned Inspection: $50.00
- Re-inspection fee: $25.00
- Re-inspection of re-inspection of violations $75.00
- No Show at requested inspection (15-minute wait) $50.00
- No Show Re-inspection fee (15-minute wait) $50.00
- Replacement of lost Rental License or Certificate of Use $25.00
- Change of Ownership or Tenancy of Use 1 and 2 family residential $75.00
- Change of Ownership or Tenancy of Use 3 family residential $125.00
- Change of Ownership or Tenancy of Use 4 family residential $150.00
- Change of Ownership or Tenancy of Use more than 4 family residential $150.00 plus $25.00 for each dwelling unit in excess of four


This shall constitute the standards to guide the Public Officer or designee in determining the fitness of any dwelling, dwelling unit, rooming unit or premises for human habitation, use or occupancy.


The Public Officer may make rules and regulations which interpret or amplify any provision of this article or for the purpose of making the provisions of this article more effective. No regulation; however, shall be inconsistent with or alter or amend any provision of this article, and no regulation shall impose any requirement which is in addition to or greater than the requirements that are expressly or by implication imposed by any provision of this article. Rules and regulations shall be subject to the same penalty as other violations of this article.

A. In accordance with the provisions of N.J.S.A. 40:49-5.1, the New Jersey State Housing Code N.J.A.C 5:10 (2013) as approved by the Department of Community Affairs, is adopted as a standard governing supplied utilities and facilities and other physical things and conditions essential to making dwellings safe, sanitary and fit for human habitation, occupancy or use, and governing the condition of dwellings.

B. In accordance with the provisions of Property Maintenance and Certificate of Occupancy of the Code of the Borough of Haddon Heights is adopted as a standard governing supplied utilities and facilities and other physical things and conditions essential to making dwellings safe, sanitary and fit for human habitation, occupancy or use, and governing the condition of dwellings.

§350-16. Designation of public officer(s).

The Borough Administrator and Code Enforcement Officer(s) in the Borough of Haddon Heights is hereby designated as the Public Officer(s) for the purpose of carrying out the responsibilities established by this ordinance and shall have all the responsibilities and powers provided by law.

§350-17. Enforcing authority.

The administrative and enforcing authority for the provisions of this section shall be the Borough of Haddon Heights Public Officer, additionally enforcement authority shall also be vested in the Code Enforcement Department and its respective inspectors, including, but not limited to the Construction Department, Health Department, as well as the Police Department, Fire Department and the Department of Public Works Department which shall also have enforcement authority with respect to this Ordinance. The Mayor, with the advice and consent of council, may also designate, when necessary, additional Borough Officials with enforcement authority with respect to this Ordinance.

§350-19. Inspections.

A. The Public Officer and/or designees shall make exterior and interior inspections as needed and/or by Petitioned Inspections and or by search warrant (Property Maintenance) to determine the condition of dwellings, dwelling units, rooming units and premises or to obtain Certificates of Continued Occupancy. Upon presentation of proper identification, the Public Officer and/or designees are authorized to enter and examine any dwelling, dwelling unit, rooming unit or premises at reasonable hours as the circumstances of the case permit provided, however, that such entries are made in such manner so as to cause the least possible inconvenience to the persons in possession. This article shall not be construed to prohibit the entry of the Public Officer or his agents at any time when an actual emergency exists which tends to create a danger to public health or safety or at any time when an inspection is requested by an owner or occupant.

B. All rental units shall be inspected by persons or agencies duly authorized by the Borough for inspections for purposes of determining Zoning Ordinance compliance and to determine if the rental property, unit or complex complies with all laws, including, but not limited to the Property Maintenance Code, International Building Code, Uniform Construction Code, Health Code, Housing Code; and Fire Code. By application for a license under this section,
the landlord or the individual having authority or control of the dwelling unit agrees to permit such inspections by the Borough of Haddon Heights.

C. In the event that the inspection(s) of a rental unit does not result in a satisfactory inspect for, the owner or agent shall cause all necessary repairs or connections to be made within the time prescribed by the applicable official or code, and if not made within the time period: the owner shall be deemed in violation of this Ordinance, and every day that the violation continues shall constitute a separate and distinct violation subject to the penalty provisions herein.

D. All rental unit’s subject to this Ordinance shall be subject to inspections to determine their condition in order to safeguard the health, safety and welfare of the occupants of such rental units and of the general public and to determine compliance with this ordinance. The owner, operator, agent and occupant shall make the units and lease agreements available as needed for such inspections and are required to provide the necessary arrangements to facilitate such inspections. Inspections shall be made with the consent of the occupant, who is of legal age to grant such consent, or, absent consent, with an administrative search warrant, there is reason to believe that a violation exists which poses an immediate threat to health or safety, requiring inspection and abatement without delay. Reasonable attempts shall be made to obtain consent of the occupant.

§350-20. Petitioned inspections.

A. An inspection will be required when petitioned by a tenant, occupant, landlord or a representative of a rental dwelling unit, provided that the petitioner:

1. is the tenant or occupant of the premises in the petition;
2. files the petition with the Code Enforcement Department and with the property owner, specifying a violation under this Article and;
3. agrees to provide access to the premises under his control for the purposes of inspection and for abatement of any violations found to exist.

B. In the event that a petition is so made, the property owner shall, within a reasonable time determined by the Public Officer or Designee; correct the violation and notify the Code Enforcement Department of his action. If a petitioner still requests an inspection and the violation still exists, the proper owner shall pay the petitioned inspection fee. If the violation has been corrected, the petitioner shall pay the petitioned inspection fee. The inspection will be made within ten (10) working days of notification to Public Officer of violation abatement.

C. In the event the inspection reveals violations of such a nature so as to render occupancy unsafe, the owner shall be responsible for the reasonable moving cost and temporary dwelling, cost of the tenant until the premises are made safe for occupancy.

D. In the event of a refusal of entry in inspection, the Public Official may, upon affidavit, apply to the Judge of the Municipal Court for a search warrant, setting forth the reasonable basis for believing that a nuisance or violation exists which constitutes a violation of this article.

The Public Officer or his agents may, upon affidavit, apply to the Judge of the Municipal Court of the Borough for a search warrant setting forth factually the actual conditions and circumstances that provide a lawful basis for, believing that a nuisance or violation of this ordinance exists on the premises, and if the Municipal Judge is satisfied as to the matter set forth in the affidavit, shall authorize the issuance of a search warrant permitting access to and inspection of the premises on which the nuisance or violation may exist.


Whenever the Public Officer determines that there are lawful grounds to believe that there has been a violation of any provision of this ordinance or of any rule or regulation adopted pursuant thereto, the Public Officer shall give notice of the alleged violation to the person or persons responsible therefor as provided. The notice shall:

A. Be put in writing;

B. Include a statement of the reasons why it is being issued;

C. Allow a reasonable time for the performance of any act it requires and;

D. Be served upon the owner or his agent, or the occupant, as the case may require; provided that notice shall be deemed to be properly served upon the owner, agent or occupant if a copy thereof is served upon the owner, agent or occupant personally; or if a copy thereof is sent by certified mail to the owner, agent or occupant last known address; or if a copy is posted in a conspicuous place in or about the dwelling affected by the notice; or if the owner, agent, or occupant is served with the notice by any other method authorized or required under the laws of this State.

E. Contain an outline of remedial action which, if taken, will affect compliance with the provisions of this ordinance and with rules and regulations adopted pursuant thereto.


The Public Officer is hereby authorized and empowered to exercise such powers as may be necessary or convenient to carry out and effectuate the purposes and provisions of this section, including the following, in addition to others granted:

A. To investigate the dwelling conditions in the Borough in order to determine which dwellings are unfit for human habitation;

B. To examine witnesses and receive evidence;

C. To enter upon premises for the purpose of making examination; provided, that such entries shall be made in a manner as to cause the least possible inconvenience to the persons in possession;

D. To appoint and fix the duties of any officers, agents and employees as he deems necessary to carry out the purpose of this ordinance;

E. To delegate any of his functions and powers under this ordinance to such officers and agents as may be designated.
§350-24. Compliance with housing code.

No person shall occupy as owner or occupant, or rent to another for occupancy, any dwelling or dwelling unit for the purpose of living therein which does not conform to the provisions of the New Jersey State Housing Code established as the standard to be used in determining whether a dwelling is safe, sanitary and fit for human habitation.

§350-25. Violations and penalties.

Any person who shall violate any of the provisions of this ordinance shall, upon conviction, be punished by a fine of no less than a minimum fine of One ($100.00) Dollars, nor more than a maximum fine of Two Thousand ($2,000.00) Dollars; or by a period of community service not exceeding ninety (90) days or be subject to imprisonment in the county jail for a period of ninety (90) days. The Court may impose all, some or any combination of these sanctions.

Section 2: All other Ordinances or parts of Ordinances inconsistent with the provisions of this Ordinance are hereby repealed to the extent of such inconsistency.

Section 3: If any section, paragraph, subdivision, clause or provision of this Ordinance shall be adjudged invalid, such subdivision, clause or provision and the remainder of this Ordinance shall be deemed valid and effective.

Section 4: This Ordinance shall take effect on March 1, 2019.

Introduced: _______________________
Public Hearing: ____________________
Adopted: _________________________

_____________________________________
Mayor Jack D. Merryfield

ATTEST: __________________________
Kelly Santosusso, RMC, Borough Clerk

CERTIFICATION

I, Kelly Santosusso, RMC, Clerk of the Borough of Haddon Heights do hereby certify that the foregoing is a true copy of an Ordinance adopted by the Council of the Borough of Haddon Heights in the County of Camden, State of New Jersey on _____________, 2019.

_____________________________________
Kelly Santosusso, RMC, Borough Clerk