



Borough of Highland Park
Code Enforcement Office
 221 South 5th Ave
 Highland Park NJ 08904

Rental Certificate Application

Today's Date: _____

Rental Location: _____

Unit #: _____ Block / Lot: _____

5 Year Inspection

Change of Tenant

Inspection Fees

Initial Inspection (Change of Tenant): \$125.00

Re-Inspection (When initial inspection fails): \$50.00

Emergency Inspection (less than 72 hours): \$275.00

Initial Inspection \$125 + Emergency \$150

Office Use Only

Check / Cash / Money Order: _____

Received By: _____

Transaction Number: _____

- **Per Order No. 07-1733**, all rental properties are subject to inspection every 5 years or upon a change of tenant.
- Inspections are scheduled 2 weeks in advance.
- You must have a tenant in order to complete this form.

• **Rental unit must be vacant at the time of inspection.**

Owner's Information

Owner's Name: _____

Phone Number (must be 24 hours): _____

Email Address: _____

Maintenance Information Same as Owner

Name: _____

Phone Number (24 hours): _____

Additional Information

of Occupants: _____

Date of Occupancy: _____

Tenant's Name: _____

Tenant's Phone Number: _____

All tenants information is needed if need more space, write on the back.

Inspection & Certificate Contact

Full Name and Phone Number: _____

Email Address to Send Certificate: _____

Inspection Date: _____

Inspection Time: _____

APPLICATION MUST BE ELIGIBLE OR IT WILL BE DENIED

Revised Date: January 8th 2026