

# New Jersey Department of Community Affairs

Division of Codes and Standards  
Bureau of Housing Inspection  
P.O. Box 810, Trenton, NJ 08625-0810

## Location of Device

- 1 Name of Property \_\_\_\_\_  
Property \_\_\_\_\_  
2 Registration # \_\_\_\_\_  
3 Street Address \_\_\_\_\_  
4 City and state \_\_\_\_\_ Zip code \_\_\_\_\_  
5 Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_  
6 Email address \_\_\_\_\_  
Number of Units \_\_\_\_\_

## Device Details

- 7 Name of Device \_\_\_\_\_ Manufacturer \_\_\_\_\_  
8 Registration Number \_\_\_\_\_ Model number \_\_\_\_\_  
9 Tax ID Number \_\_\_\_\_ Serial Number \_\_\_\_\_

## Device Description

- 10 Energy Allocation System: \_\_\_\_\_

- 11 Equipment Description:

- 12 Conversion Description:

- 13 Billing Calculation  
Description:

**Contact Details**

	<u>NAME</u>	<u>ADDRESS</u>	<u>TELEPHONE</u>
1.	Owner		
2.	Partner, if applicable		
3.	Management Company		
4.	Filing Contact		

**Exhibits**

1. Copy of billing format
2. Copy of the lease including any billing addenda
3. Device Spec Sheet
4. Information on schedule of inspection and maintenance
5. Testing Records
6. Certificate of Approval of system installation from local construction official
7. Utility Provider's Rates Schedule

**Filing Instructions**

8. Submit application and exhibits to Chief, Bureau of Housing Inspection,  
Department of Community Affairs, Division of Codes and Standards, Bureau of Housing  
Inspection, P.O. Box 810, Trenton, New Jersey 08625-0810.
9. If you have any questions, please contact Bureau George DiPasquale 609-913-4119