

New Jersey Department of Community Affairs

Division of Codes and Standards
Bureau of Housing Inspection
P.O. Box 810, Trenton, NJ 08625-0810
(609) 633-6240

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 George DiPasquale, 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 the Bureau - George DiPasquale at 609-930-1223