



**BUREAU OF FIRE PREVENTION**  
MIDDLE TOWNSHIP FIRE DISTRICTS #1, #3 & #4  
115 Mechanic Street  
Cape May Court House, NJ 08210  
Phone: (609) 465-8710  
Fax: (609) 465-3851  
[firebureau1@comcast.net](mailto:firebureau1@comcast.net)

To: Realtor  
From: Bureau of Fire Prevention  
Date: December 1, 2017  
Re: ***Important information regarding upcoming changes!***

Please be advised that several changes will be implemented as of January 1, 2018. It is important that you review the enclosed applications and requirements for property transfers and rental property inspections which should avoid any unnecessary fire code violations, reinspections and penalties.

Be sure to share these important changes with each of your clients (property owners and their tenants).

➤ **Forms**

- All forms have been updated
- Please **discard old forms** as they will not be accepted
- New forms are available at [www.cmchfire.com/forms](http://www.cmchfire.com/forms)

➤ **Fee increases** (fees are listed on application forms)

- Property Transfers (Home Sales)
- Non-Owner Occupied Property Inspections (Rental Properties)
- Fire Code Status

➤ **Penalties**

- ***Property Transfer (Home Sale)***  
If your property fails the initial fire inspection, the reinspection shall be subject to a penalty of fifty percent of the original fee ***NO ACCEPTIONS***
- ***Non-Owner Occupied Property (Rental Property)***  
If your property fails the initial fire inspection, you will receive one reinspection. Should any violations remain unabated after your first reinspection, a penalty for each remaining violation will be assessed.  
***NOTE: Recurring (repeated) violations occurring within a two year period will receive immediate penalty.***
- **Failure to file a registration application** after having been ordered to do so shall result in a penalty equal to double the applicable registration fee, but not less than \$200.00 or more than \$1,000 for each registration.
- **Failure to pay the required annual registration fee** when due shall be an amount equal to the unpaid fee. Payment of the fee after imposition of the penalty shall not absolve the owner from responsibility for the penalty nor shall payment of the penalty be deemed to absolve the owner from the obligation to pay the fee.

Please register tenant occupied properties that are not registered with our office immediately. If you are unsure, please inquire. As always, we are available to answer any questions Monday through Friday between the hours of 8:30 am to 4:00 pm.