



**Borough of Seaside Heights
George E. Tompkins Municipal Complex
100 Grant Ave
Seaside Heights, NJ 08751
Phone: (732) 793-9100 Fax: (732) 793-0319**



CODE / HOUSING DEPARTMENT

Dear Officer/Property Management Company:

Please be advised we **require** an updated listing of the following:

- Complex Name, along with **physical address** located on the building:

- Elected officers and/or Board members of your Association for 2023, along with which unit they reside in. (President, Vice Pres, Treasurer, Secretary etc)

President _____ Phone _____ Unit # _____

VP _____ Phone _____ Unit # _____

Treasurer _____ Phone _____ Unit # _____

Secretary _____ Phone _____ Unit # _____

Name, address & phone # of Property Manager &/or Management Company. Please note if it is a Management Company, **a contact name & phone number must be provided.**

(Manager must currently reside in the county)

Property Management Company _____

Property Management Company Address _____

Property Management Company Phone Number _____

Property Manager Name & Phone # _____

Property Manager Address _____

- # of units currently rented, in current year, along with unit #'s: . _____

Unit #'s : _____

Please note the property maintenance is the responsibility of the **Association**. This includes all sidewalks must be in good condition and snow/ice removal is required, when any of the units are occupied in the winter months.

We thank you for your continued cooperation.

Sincerely,

Kenneth D. Roberts
Code Enforcement Official
(732) 793-9100 X 122