

ABC Condo Association

c/o XYZ Management • Street, Municipality, State Zip • Phone (xxx) xxx-xxxx
website

DATE

Unit Owner/Tenant
Unit Address

RE: Registration Number: XXXXXXXXXXX - Reason for notice

Dear Unit Owner/Tenant:

Please take notice that the inspections conducted by the New Jersey Bureau of Housing Inspection at your premises during the DCA inspection on DATE disclosed the following violation(s). Note, a violation(s) to your unit reflect the community's ability to receive its Certificate of Inspection. You were ordered by the State Commissioner to comply with all of the following directives and to correct all of the violations listed below by DATE. If you fail to cure the violation(s) and comply with the notice and Orders of the Commissioner, the community will receive a fine levied by the Department of Community Affairs in accordance with the provisions of the Hotel and Multiple Dwelling Law (P.L. 1967, C76) as amended and supplemented N.J.S.A. 55:13A-1 et seq. This notice serves as your requirement to abate said violation and, if necessary payment, to the community.

Location: [state area/issue(s)]

CORRECTIVE ACTION(S): [state action and code reference from N.J.A.C. 5:10]

Your violation(s) is noted above. Your account has been fined \$AMOUNT. You are ordered by the Commissioner to correct all violation(s) listed above before the next re-inspection. Failure to do so will result in additional fines and penalties assessed by the Department of Consumer Affairs. **The re-inspection is scheduled for DATE/TIME** and you are expected to be home and allow entry to your unit. Failure to comply will subject the community to a penalty levied by the Department of Community Affairs in accordance with the provisions of the Hotel and Multiple Dwelling Law (P.L. 1967,C76) as amended and supplemented; N.J.S.A. 55:13A-1 et seq. As noted above, you would be obligated to pay said penalty to the community.

[Other pertinent information of your choosing, such as how to pay]

Sincerely,

Manager Name
Manager Email
Management Agent for ABC Association