STATE OF NEW JERSEY
DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF CODES AND STANDARDS
BUREAU OF ROOMING AND BOARDING HOUSE STANDARDS
(609) 633-6251

BRBHS-1
7/15

POSTED

PAGE 1 of 3
Control No. 0406-0021
License No.
Type of Construction
No. of Stories 1 Units 4
Lic. Capacity 5 No. of Res. 3
Class
DATE: 4/24/2024

◄ *EVALUATION REPORT AND ORDERS OF THE COMMISSIONER* ►

Owner's Name, Address, Zip, County	Property Address, Zip, County
Crystal Harris - Brown	263 Chestnut Ave
	West Berlin, NJ
Owner's Phone Number	Property Phone Number
Operator's Name	

TYPE OF EVALUATION

SOCIAL ☒ ADDENDUM ☐
PHYSICAL ☒ CYCLICAL ☒

— PLEASE READ CAREFULLY —

This evaluation performed by the Bureau of Rooming and Boarding House Standards is being conducted pursuant to the Rooming and Boarding House Act of 1979. (N.J.S.A. 55:13B-1 et seq.).

Your are ORDERED to correct the conditions described in the attached notice of violations by the compliance date indicated for each violation. Failure to comply with these orders will result in penalties and/or court action in accordance with section 10 and 11 of the Act. Please review the violations with the Bureau representative.

You may contest these orders at an administrative hearing. The request for a hearing must be made wtihin 15 days after receipt of these orders. Each issue intended to be raised at the hearing must be set forth in detail in the letter. Any issue not so raised shall be deemed waived. The hearing shall be held pursuant to The Administrative Procedure Act, (C.52.14B☐1 et seq.). Refer to the property address and date of compliance (*if applicable*) and address the hearing request to:

Division of Codes and Standards, Hearing Coordinator, P.O. Box 804, Trenton, New Jersey 08625 with a copy to the **Chief, Bureau of Rooming and Boarding House Standards,** at the same address. A corporation may be represented only by a licensed attorney.

You will be notified of the time and place of the hearing.

If you find an extension of time necessary to abate any violation, a letter must be submitted two (2) weeks prior to the date of compliance which states in detail: (1) The violations abated to date; (2) The reason why each unabated violation cannot be corrected prior to the date of penalty; and (3) The date by which all violations can be abated.

By Requesting an extension, one expressly waives the right to a hearing and admits that the Notice and Orders are correct and free from procedural and substantive defects.

Commissioner

Received By: [signature]
Printed Name of Person Served: [signature]
Date: 4/24/24 Time Served: 3:15 pm

By Bernard Raywood
Bureau of Rooming and Boarding House Standards

Bureau Representative: [signature] Evaluator #

White - Owner's Copy Yellow - Evaluator's Copy Pink - Office Copy

CamScanner

~~#00~~
Control #0406-0021

[✓] NJAC 5:27
[ ] NJAC 5:27A

EVALUATION REPORT AND ORDERS OF THE COMMISSIONER

Administrative Code Reference		Compliance Date	Reinspection Date	Compliance Date
	License To Own			
	Expires: 2/28/2025.			
	License To Operate			
	Expires: 8/31/2024.			
	Fire Certificate			
	Expires: 5/3/2024.			
7.1(b)	Licensee shall clean	5-24-24	Yes (SM)	
	ALL Bathrooms Daily to		6-25-24	
	Maintain Sanitation.			
			Yes (SM)	
3.10(a)	Licensee shall at ALL	5-24-24	6-25-24	
	TIMES Maintain a Schedule			
	setting forth the rates			
	charged for the rental of			
	the various rooms in BH			
	+ for EACH of the other			
	Services or Combinations of			
	Services available.			
4.9	Licensee shall provide Current			
	Contract with Boarding Home or	5-24-24	Yes (SM)	
	a higher Level of Care facility		6-25-24	
	agreeing to house residents in			
	the Event of an Emergency			

WHITE ~ Owner Copy YELLOW ~ File Copy PINK and GOLDENROD ~Evaluator Copies

1 C C

Control # 0406 - 0021

[✓] NJAC 5:27
[ ] NJAC 5:27A

EVALUATION REPORT AND ORDERS OF THE COMMISSIONER

Administrative Code Reference		Compliance Date	Reinspection Date	Compliance Date
	situation.			
	END of Report			
	Stephanie Adams			

1 c c

CamScanner