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
8/02

POSTED

PAGE 1 of 4
Control No. 1111-1047
License No.
Type of Construction timber frame
No. of Stories 2 Units 4
Lic. Capacity 5 No. of Res. 3
Class C
DATE: 8/26/2024

◄ EVALUATION REPORT AND ORDERS OF THE COMMISSIONER ►

Owner's Name, Address, Zip, County	Property Address, Zip, County
Reynaldo Leonard	830 Carteret Ave. Trenton, 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.).

You 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 a 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 within 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.

Received By Laura Rockhill
Printed Name of Person Served
8/26/24 3:10pm
Date Time Served

Commissioner
By Bernard Raywood (Chief)
Bureau of Rooming and Boarding House Standards

Bureau Representative Evaluator #

White – Owner's Copy Yellow – File Copy Pink and Goldenrod – Evaluator Copies

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NJAC 5:27

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EVALUATION REPORT AND ORDERS OF THE COMMISSIONER

Administrative Code Reference		Compliance Date	Reinspection Date	Compliance Date
	License to own expires 8/31/25			
	License to operate expires 4/30/25			
	Fire Certificate expires 7/5/25.			
8.1(c)	Each resident's file shall contain a certification issued by a licensed physician, or by a licensed nurse practitioner or a licensed clinical nurse specialist legally authorized to issue such certification, as to general state of health and any illnesses or disabilities and medication required.	9/26/24	yes 10/9/24	
Note:	Medical certifications expired for all residents.			
8.2(b)	Every licensee shall keep orderly and complete records of the source and amount of all funds received in connection with the	9/26/24	yes 10/9/24	

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EVALUATION REPORT AND ORDERS OF THE COMMISSIONER

Administrative Code Reference		Compliance Date	Reinspection Date	Compliance Date
	operation of each rooming and boarding house and the nature and amount of each expenditure made therewith.			
Note:	Boarding Home shall provide financial records to verify the rent charged to residents matches the amounts on the Occupancy Agreements.			
10.5(a)	A daily record shall be maintained of the type and amount of medication taken by the resident and the time at which such medication is taken.	9/26/24	Yes 10/9/24	
Note:	Medication Observation logs were missing for resident, MF, for the months April, March + July 2024.			
4.7(f)	Boarding Home shall secure pest control agency to eradicate bed bugs located in Room #2 until	9/22/24	Yes 10/9/24	

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EVALUATION REPORT AND ORDERS OF THE COMMISSIONER

Administrative Code Reference		Compliance Date	Reinspection Date	Compliance Date
	bed bugs have been eliminated.			
4.9	Boarding Home shall ensure all boxsprings and mattresses are encased in bed bug covers that are enclosed and free from rips, punctures, seams or tears.	9/26/24	Yes 10/9/24	
4.9	All rooms shall be labeled with room numbers.	9/26/24	Yes 10/9/24	
4.9	Boarding Home shall provide and maintain documentation from the veterinarian that the residents' pet cat has been spayed or neutered, and has current vaccinations.	9/26/24	Yes 10/9/24	
		End of Report		
	Report reviewed with:	[signature]		

[signature] 1/5/24