

# **The Enforcer**

A Program for Housing/Code Enforcement Officials

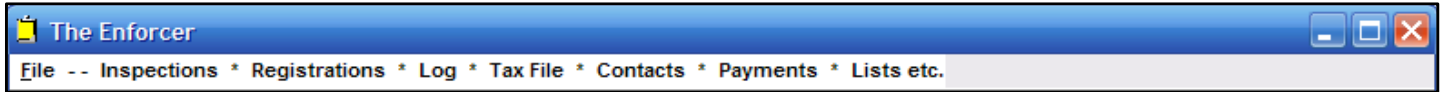
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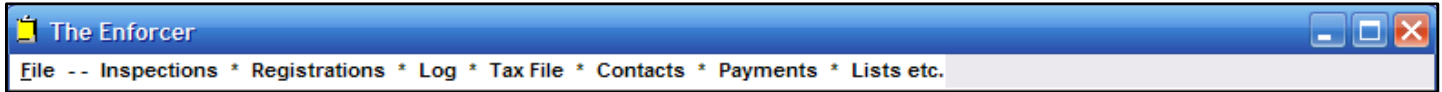
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# Overview



This program is comprised of five major files plus a bunch of lesser files. They are connected to each other for cross-reference purposes. The files are:

- ◆ **Tax or Property File**—The tax records for the municipality
- ◆ **Registration File**—Rental registration records
- ◆ **Contact File**—Contacts used in your conduct of business
- ◆ **Inspection File**—Resale and rental property inspections
- ◆ **Log File**—All correspondence, discussion records, etc., you created in the conduct of your business

Then, of course, there is the Names File, which is a list of names associated with each property, and the Photos File, which records violations and other things interesting to the inspectors.

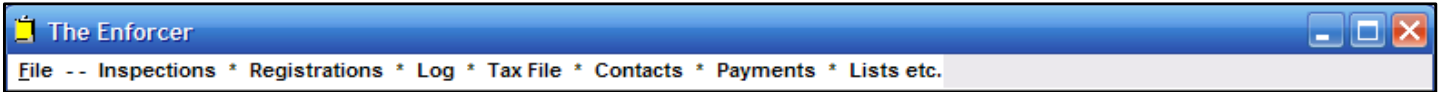
## **Cross-referencing works like this:**

When you add a registration, you must choose a block and lot. This connects the registration to the appropriate record in the tax file.

When you add any “child record” of the Registration File (inspections, names of occupants, log items, or photos), the program connects the child record to the Registration record using the registration number. It also grabs the block/lot from the registration record thus connecting this child record to a record in the Tax File.

The two most important child files are the Inspection and Log files. These files can be accessed independently from the main menu (that bar across the top of the screen).

# Conventions in Using MCSystems Programs

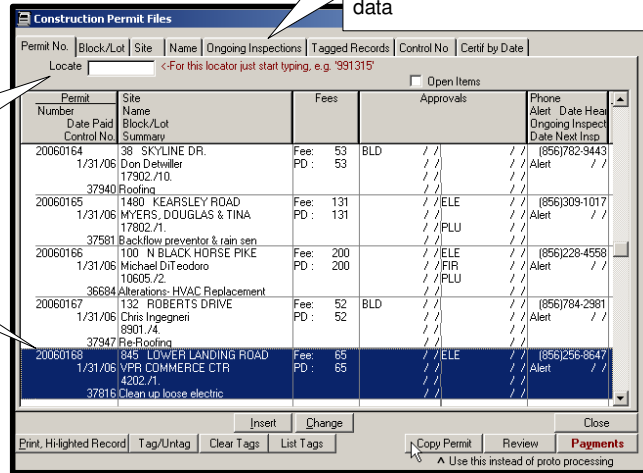


This is the **Main Menu**

These are **Tabs**. On a browse, they change the sort order of the records and give you different ways to look up your data

This is a **Locator**. Depending on which tab you are on, type something and the browse will scroll to the record you want

This is a light bar indicating the **Highlighted Record**. When you double-click on a highlighted record you are "selecting" it



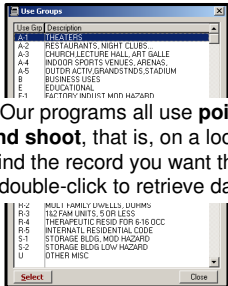
All MC Systems programs use a "Browse-Form Paradigm." It is a metaphor for the real world. Let me explain...

If you were looking for an ash tray in a room, you would **not** open the door a crack and reach in for it. Instead, you would open the door wide view all the items in the room, find the ash tray and grab it.

The browse shows all the items in your database and provides an easy way to find your data and grab it.

Our programs all use **point and shoot**, that is, on a lookup find the record you want then double-click to retrieve data

This is called a **Browse Screen**. It is like an open door on your database. It shows many records at once and you can scroll or "browse" them using the up/down keys on your keyboard, or you can find individual records using the **locator**.



The **Change** button is used to change a record or to view it



The **Insert** button. It is used to add a record to the database

These are buttons you will find on the bottom of many browses

Sometimes the Delete button will be disabled or omitted.

## Buttons and Ellipses

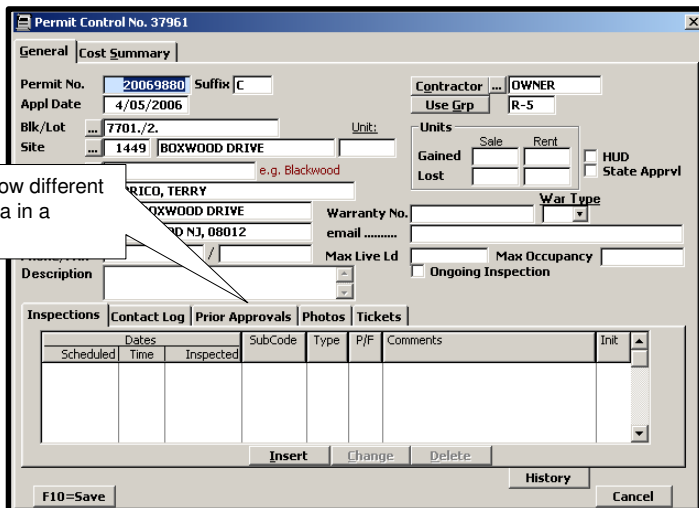
This is a **Button**

This is an **Ellipsis**



Buttons and ellipses just mean "more..." Click on one and you will get additional information: sometimes a lookup, sometimes a form with data.

These tabs show different but related data in a browse format



## Enter and Tab

Our programs all allow you to use either the Enter key or the Tab key to move between fields

This is a Form that has both tabs and browses. After you get used to it, you will appreciate how efficient it is. It helps you keep "context," that is, you view the related data in the context of the main data. In this case, the permit

**The Enforcer, a program for housing and code enforcement officials**

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# The Browse-Form Paradigm



The **Browse-Form Paradigm** is a fancy expression for one feature that makes MCSystems programs better. It is really very simple, take a look at the examples, below.

## Traditional Approach

Traditional approaches vary, but most start with a form where you enter a code (e.g. a last name or a street name) for the record you want. If you guess wrong or if it is not a unique code, you then get a list of items containing the code you seek. No surrounding items are shown if you spell your entry wrong.

The example shown has one additional step: You must choose the type of search you want.

Many programs start with a form

These would be tabs in the browse-form paradigm approach shown below

Choose your search

## Browse-Form Paradigm

Application#	Block/Lot	Street Name	Applicant	Project	Coded Applic No.	Escrow No.	Status	Action
892			Care PA		192-13/19	25 BEDFORD TER	VISCONTI	9/26/08 PBmeeting
899					94-3/07	2901 ROUTE 42 Unit 4	VISION CAR	
890					134-01/41	123 TRENT ROAD	VITALE, JA	
616					165-1	115 JOHNSON RD	VITALE, JO	
742	WASH FRD	1/23/07	A	1/30/07	Medical Office	214/2//CC003	900 ROUTE 168 SUIT	VITOLA, CA
733	WASH FRD	1/24/07	A	1/25/07	Trimble & Associates A	214/2//CB001	900 ROUTE 168 SUIT	VJ VENTURE
734	WASH FRD	1/24/07	A	1/25/07	Trimble & Associates A	214/2//CB002	900 ROUTE 168 SUIT	VJ VENTURE
Z0 14492					7/18/02	4,06/9	6 HARVARD ST	VOLIO, ROB
Z0 14747	WASH FRD	1/12/07	P	/ /	Warning of Violation	214/2//CD002	900 ROUTE 168 SUIT	VOLPA, EDW
PB 14603					12/19/06	112-01/7-05	120 STAGE COACH R	WACHDVA B
PB 14877	071024SP				/ /	new site	9 WILLIAMSBURG CT	WACHTEL, H
Z0 12989					7/07/06	Walmart	3501 ROUTE 42	WALMART
Z0 13569					8/16/06	Will remain a nail salon	159-2-01	5100 ROUTE 42
Z0 13682					8/23/06	Fit out and change of	159-2-01	5100 ROUTE 42
Z0 14190					9/14/06	A	159-2-01	5100 ROUTE 42
Z0 14243					9/20/06	A	159-2-01	5100 ROUTE 42
Z0 11814					5/05/06	A	131/1	123 JOHNSON ROAD
PB 13680					8/16/06	P	10/10/06	Variance
PB 14266					12/16/03	A	/ /	17-3/10
PB 14657					12/16/03	A	/ /	Fire House
PB 14271					/ /	A	10/04/04	85/3
ZB 14385					9/29/04	D	4/11/05	Multi Family Housing

Click on a tab and the sort order is changed.

Each tab has a locator so you can find what you are looking for. The closest match to your input is found along with surrounding records so you can scroll up/down to perfect your search

This particular browse has lots of filters you can apply: e.g. ZO for Zoning Officer, PB for Planning Board

More filters

Press Insert or Change on the browse and you proceed to a form showing all fields in the record ...

MC Systems programs start with a browse  
The browse is like an open window on your database

# Entering Registrations



**1** Click on Registrations

**2** Press Insert to add a registration

**3**

### Registration Browse

Tag Del	Regis No. Coded No. (if any) Rate Grp	Application Site Tax Owner Block/Lot	Fees Due: Pd:	Inspections Last Insp Date Next Cert Date	Emerg Phone Date Hearing Year Mnth
	1	20 GREENLEIGH DRIVE WHITAKER, DEBRA S 198 02/31	Due: 50.00 Pd: 50.00	Last Insp 5/22/06 Date Next / / Cert Date 11/27/06 2006 4	(609)390-8649
	2	13 PLUTO DRIVE GALLAGHER, PETER B & DENISE 82 90/1	Due: 50.00 Pd: 50.00	Last Insp / / Date Next / / Cert Date 4/04/08 2008 4	(000)000-0000
	3	412 ALDEBERAN DRIVE STANFA, LENA & MARIA & JOSEPH 82 95/8	Due: 50.00 Pd: 0.00	Last Insp 6/12/08 Date Next / / Cert Date / / 2008 4	(609)381-3772
SOLD	4	606 COVINGTON COURT GEVERD, EDWARD C & BARBARA 23 95/3/0306	Due: 50.00 Pd: 50.00	Last Insp / / Date Next / / Cert Date / / 2006 4	(856)227-5751
SOLD	6	7 PHOENIX COURT RAMOS, ANDRE E & FORTE, ROSA 1-5 82 92/65	Due: 50.00 Pd: 50.00	Last Insp / / Date Next / / Cert Date / / 2006 4	(000)000-0000
	7	104 GANTTOWN ROAD ROBERTS, BARRY J & DIANE G 23 159/1	Due: 50.00 Pd: 0.00	Last Insp / / Date Next / / Cert Date / / 2008 4	(000)000-0000
		277 GREENTREE ROAD ROBERTS, BARRY & DIANE 194 12/7 02	Due: 50.00 Pd: 0.00	Last Insp 4/08/08 Date Next / / Cert Date / / 2009 4	(000)000-0000

Closely examine the browse to the left. You will spend a lot of time on this screen during a working day. It shows:

- Registration No.
- Coded No.
- Rate grp
- Site
- Tax owner
- Block/Lot
- Fees due/paid
- Inspection frequency
- Last inspection/next due
- Agent phone
- Registration Date
- Year valid for

Note the tabs at top that change the sort order of the browse. Note the buttons at the bottom that add functionality

Always lookup Block/Lot

### Registration Form

WASHINGTON TWP Registration Form, Registration No. 2030

1st. Date: 12/11/08 Registration Val: 2008

Block/Lot: 0/0

Inspection: Insp. Freq: 12 Months

Buttons: Clear Sch Date, Insert, Change, Printouts, Envelope

Lookup rate here

Click here to reach payments

**4**

### Payment Lookup

Trans No.	Date	For	Year	Type	Check#	Amount	Initials	Comment
1643	7/18/06	REG	2006	PAY	33	50.00	RM	

Buttons: Receipt, Insert, Close

**5**

Press Insert on Payment Browse to get form. Complete form, below

Examine these buttons, you will need them later

### Payment Form

Record will be Added

Year: 2008 For: REG

Transaction Type: PAYment

Check/Cash: Amount: 0.00 Date: 12/11/2008 Initials: AC

Buttons: F10=Save, Cancel

Time required: About 20 seconds

# Printouts for a Specific Highlighted Record



## Registration Browse

Begin with the Registration Browse screen (click on Registrations, above, to access it)

Tag Del	Application Regis No. Coded No.(if any) Rate Grp	Site Tax Owner Block/Lot	Fees Due: Pd:	Inpections Last Insp Date Next Cert Date	Emerg Phone Date Hearing Year Mnth
	1	20 GREENLEIGH DRIVE WHITAKER, DEBRA S 198.02/91.	Due: 50.00 Pd: 50.00	Last Insp 5/22/06 Date Next // Cert Date 11/27/06	(609)390-8649 2006 4
	2	13 PLUTO DRIVE GALLAGHER, PETER B & DENISE 82.90/1.	Due: 50.00 Pd: 50.00	Last Insp // Date Next // Cert Date 4/04/06	(000)000-0000 2008 4
	3	412 ALDEBERAN DRIVE STANFA, LENA & MARIA & JOSEPH 82.95/8.	Due: 50.00 Pd: 0.00	Last Insp 6/12/08 Date Next // Cert Date //	(609)381-3772 2008 4
	4 SOLD	606 COVINGTON COURT GEVERD, EDWARD C & BARBARA 85/3//C606	Due: 50.00 Pd: 50.00	Last Insp // Date Next // Cert Date //	(856)227-5751 2006 4
	6 SOLD	7 PHOENIX COURT RAMOS, ANDRE E & FORTE, ROSA 82.92/65.	Due: 50.00 Pd: 50.00	Last Insp // Date Next // Cert Date //	(000)000-0000 2006 4
	7	104 GANTTOWN ROAD ROBERTS, BARRY J & DIANE G 158/1	Due: 50.00 Pd: 0.00	Last Insp // Date Next // Cert Date //	(000)000-0000 2008 4
	8	277 GREENTREE ROAD ROBERTS, BARRY & DIANE 194.12/7.02	Due: 50.00 Pd: 0.00	Last Insp 4/08/08 Date Next // Cert Date //	(000)000-0000 2009 4



Press here to get a menu of printouts for the highlighted record

## Print Highlighted Record Menu



Make your report selections. You can print multiple items

Print

**Print Menu**

Due Date:

Re-print Bill (BILLH)  Apply Penalty

Certificate (Not posted anywhere)

Envelope

Checklist (ChklistL.WMF) You can change checklist format by renaming any WMF file (several are in your directory) as shown

Checklist (ChklistP.WMF)

Checklist Custom

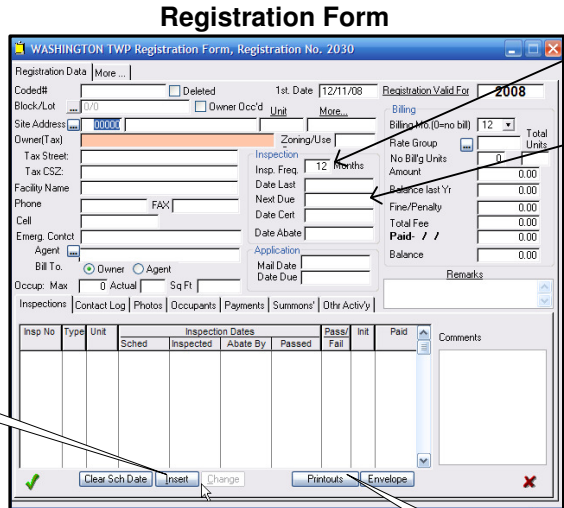
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# Entering Inspections—Registered Properties



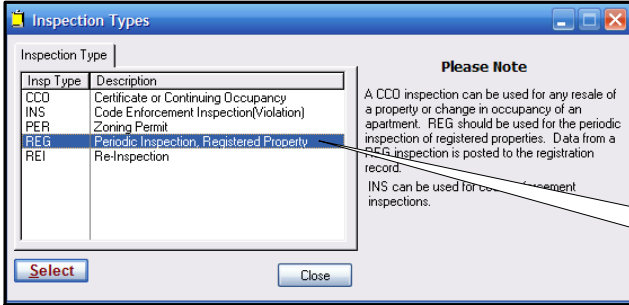
**1**  
Begin with the Registration Form (accessible from the Registrations Browse menu)



**A**  
**B**  
See steps 3 and 4 below

**2**  
Press Insert to add an inspection

## Inspection Types Browse

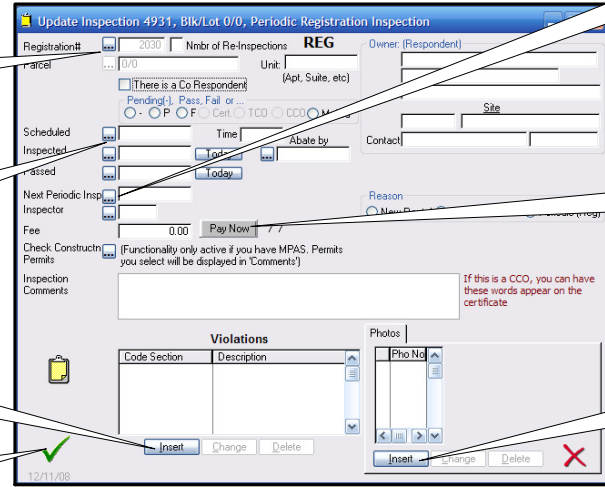


**3**  
Select REG--Periodic Registration Inspection (You can choose any type inspection, however, the type "REG" will update "B" above)

**5**  
If passed, print certificate for the highlighted record, if failed, print inspection report

**4**  
Complete the Inspection Form

## Registration Inspection Form



Lookup Registration # and Parcel (Block/Lot)

Enter scheduled date and time of inspection. Click on the ellipses button and a monthly calendar will come up to help you identify dates

Add violations by pressing insert and completing the form that appears

Always save your work

This button posts a date to the registration record in order to schedule the next inspection, as determined by "A" above

Enter fee amount. If fee is being paid immediately, click on the Pay Now button and the Payments Screen appears.

Using this Insert button, you can attach photos to the file.

# Names of Occupants, Agents, etc.



## Registration Form

Registration Data | More ...

Coded# [ ] Deleted  1st. Date 12/11/08 Registration Valid For 2008

Block/Lot 0/0  Owner Occ'd  Unit More...

Site Address 00000 Zoning/Use [ ]

Owner(Tax) [ ]

Tax Street: [ ]

Tax CSZ: [ ]

Facility Name [ ]

Phone [ ] FAX [ ]

Cell [ ]

Emerg. Contact [ ]

Agent [ ]

Bill To:  Owner  Agent

Occup: Max 0 Actual [ ] Sq Ft [ ]

Inspection: Insp. Freq. 12 Months

Date Last [ ]

Next Due [ ]

Date Cert [ ]

Date Abate [ ]

Application: Mail Date [ ] Date Due [ ]

Remarks [ ]

Insp No	Type	Sched	Inspected	Abate By	Passed	Pass/Fail	Init	Paid	Comments

Buttons: Clear Sch Date, Insert, Change, Printouts, Envelope

**1**

Begin with the Registration Form (accessible from the Registrations Browse menu)

**2**

Press Occupants... tab

**3**

Press Insert

**4**

Complete the data on the Occupants/Tenants Form that appears

## Occupants/Tenants Form

NameCode [ ] First 4 characters of last name. We will append a number.

Name [ ]

Unit [ ] (e.g. APT 3A='3A')

Sex  Male  Female  Unknown

DOB [ ]

Date Registered 12/11/2008 (Occupant present as of...)

Phone1 (000)000-0000

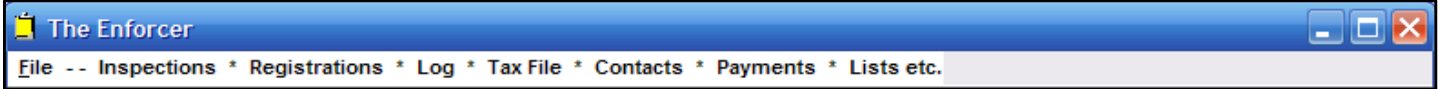
Disabilities/Comments: [ ]

Departed

Buttons: OK, Cancel

Date of Birth is important for minors who will be attending school

# Creating and Printing Documents from Registration Form



1

Click on Registrations

2

Highlight the registration of interest

3

Press Change

4

Select the Contact Log tab on the Registration Form

5

Press Insert

6

Select document type from the Document Selection Browse screen

Continued on next page

## Registration Browse

Registration Table

Tag Del	Application Regs No. Coded No.(if any) Rate Grp	Site Tax Owner Block/Lot	Fees	Inspections	Emerg Phone Date Hearing Year Mnth
	1	20 GREENLEIGH DRIVE WHITAKER, DEBRA S 198.02/91	Due: 50.00 Pd: 50.00	Last Insp Date Next 5/22/06 // 11/27/06	(609)390-8649
	2	13 PLUTO DRIVE GALLAGHER, PETER B & DENISE 82.90/71	Due: 50.00 Pd: 50.00	Last Insp Date Next // 4/04/06	(000)000-0000
	3	412 ALDEBERAN DRIVE STANFA, LENA & MARIA & JOSEPH 82.95/8	Due: 50.00 Pd: 0.00	Last Insp Date Next // 6/12/08	(609)381-3772
	4	SOLD 606 COVINGTON COURT GEVERD, EDWARD C & BARBARA 85/3/C606	Due: 50.00 Pd: 50.00	Last Insp Date Next // 2006 4	(856)227-5751
	6	SOLD 7 PHOENIX COURT RAMOS, ANDRE E & FORTE, ROSA 82.92/65	Due: 50.00 Pd: 50.00	Last Insp Date Next // 2006 4	(000)000-0000
	7	104 GANTTOWN ROAD ROBERTS, BARRY J & DIANE G 158/71	Due: 50.00 Pd: 0.00	Last Insp Date Next // 2008 4	(000)000-0000
	8	277 GREENTREE ROAD ROBERTS, BARRY & DIANE 194.12/7.02	Due: 50.00 Pd: 0.00	Last Insp Date Next 4/08/08 // 2009 4	(000)000-0000

Buttons: Print for Highlighted Recrd, Insert, Change, Quick Log, Duplicate(copy) Item, Payments

Ctrl-Left Click for Tag/Untag

## Registration Form

WASHINGTON TWP Registration Form, Registration No. 2030

Registration Data More ...

Coded# [ ] Deleted 1st. Date 12/11/08 Registration Valid For 2008

Block/Lot [ ]/0 [ ] Deleted [ ] Owner Occ'd [ ] Unit More...

Site Address [ ] 00001 [ ] Zoning/Use [ ]

Tax Street: [ ] Inspection Insp. Freq. 12 Months

Tax CSZ: [ ] Date Last [ ]

Facility Name [ ] Date Cert [ ]

Phone [ ] FAX: [ ] Date Abate [ ]

Bill To: [ ] Application [ ]

Occup. Max [ ] Actual [ ] Sq Ft [ ] Mail Date [ ]

Inspections [ ] Contact Log [ ] Photos [ ] Occupants [ ] Payments [ ] Summons [ ] Othr Activity [ ]

Remarks [ ]

Insp No	Type	Unit	Sched	Inspected	Abate By	Passed	Pass/Fail	Init	Paid	Comments

Buttons: Clear Sch Date, Insert, Change, Printouts, Envelope

## Document Selection Browse

Browse the Document File

Wording for the Document You Chose

Type	Description	Authorized Signature
LETTER	Letter	
MEMO	Memorandum to person or file	

Note: If Authorized Signature is blank, then the inspectors name will appear on the document.

This will print a memorandum with the words in bold letters at the top. No lines from this data entry form will print.

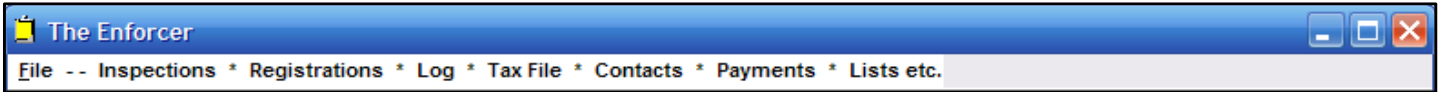
Buttons: Select, Close

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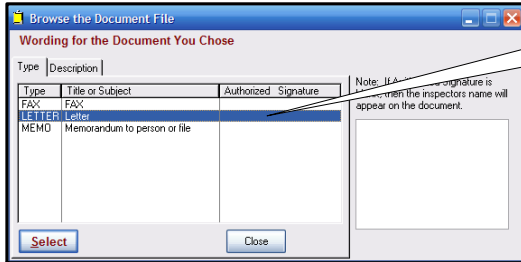
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# Creating and Printing Documents from Registration Form



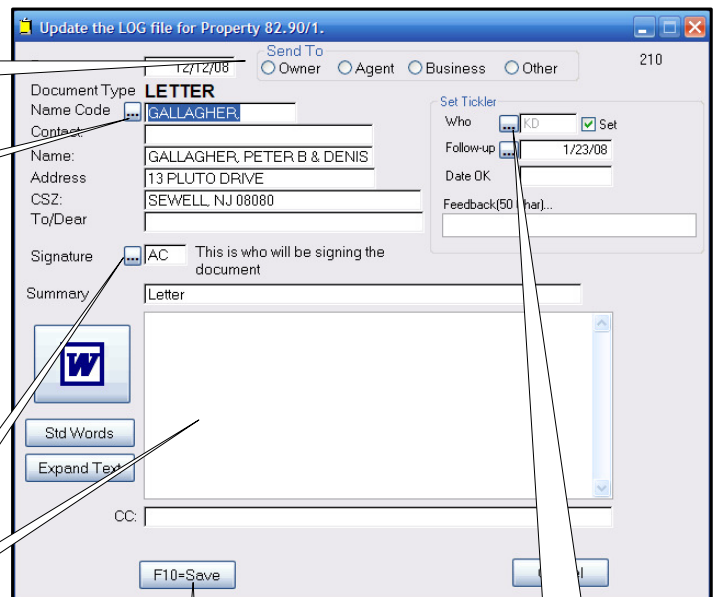
## Document Selection Browse



For this example, select Letter from the Document Browse screen



## Letter Form



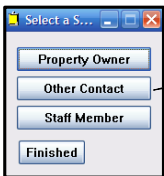
Select who the letter should be sent to, and the correct name and address will appear, if available



If an address does not appear, press the Name Code ellipsis button. The screen to the left will appear



You can search your three different datafiles for the address you want



Press the Signature ellipsis button to select the staff member who will be signing the document



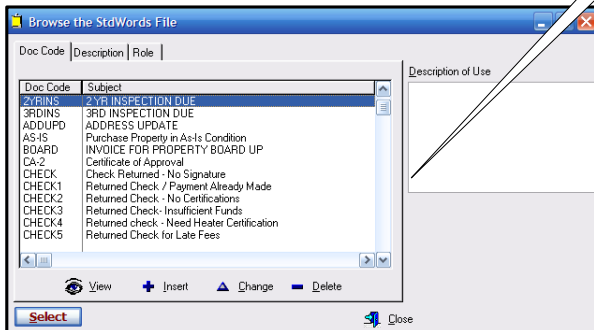
Compose your letter by: (1) typing right on the form, (2) opening Microsoft Word by clicking on the logo--form information will be automatically exported, or (3) using the Standard Words button.



This screen will appear, if you use the Standard Words button. Select the Standard Words that you want, and then modify them as appropriate



## Standard Words



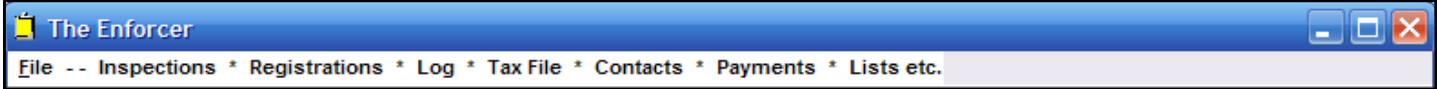
You can set a reminder for yourself or others using the Tickler Box. Select who the tickler is for by pressing the Who ellipsis button, check-off the Set box, and determine a follow-up date



Save the letter and press the Print Highlighted button on the following screen. Microsoft Word will open, and you can print your document from there



# Entering CCO & Zoning Inspections



## Inspection Browse\*

**1**  
Click on Inspections

Insp No	Site	Unit	Name	Scheduled	Inspected	Init	Type	Fee	Date Paid
4920	18 UXBRIDGE PL		PRICE, CHARLES & FC	9/02/08	9/02/08	JD	REG	70.00	
1647	82.20/20.08		(856)373-0230	0:00	11/03/08	REN	F	70.00	8/27/08
4921	9 GRAY BIRCH COL		DICK, CAROLYN B	9/03/08	/ /	JD	REG	70.00	
2027	116.08/15.		(856)582-3457	0:00	/ /	REN	-	70.00	8/27/08
4923	12 ALDEBERAN COL		O'DONNELL, SEAN	9/03/08	8/28/08	JD	REG	70.00	
59	82.08/30.		(856)468-1705	0:00	10/28/08	REN	F	70.00	8/27/08
4924	23 PITMAN PLACE		DELIA, ROSITA A	9/03/08	/ /	JD	CCO	70.00	
	51.03/8.			0:00	/ /	SALE	-	70.00	8/28/08
4925	28 CORVAS COURT		MILLER, RAYMOND J		/ /	JD	REG	70.00	8/28/08
2006	82.16/29.		(856)582-1815	0:00	/ /	REN	-	70.00	8/28/08
4926	39 WINDSOR CT		GRAHAM, GADSON		/ /	REN	-	70.00	8/28/08
1438	80./8.01/CO807		(856)227-1950	0:00	/ /	JD	REG	70.00	
4927	14 CAMELOT PL		GRAHAM, GADSON L.		/ /	REN	-	70.00	8/28/08
1425	82.2/8.03		(856)227-1950	0:00	/ /	JD	CCO	70.00	
4928	134 COVERED BRID		KARGMAN, BRIAN & M.	9/03/08	/ /	JD	CCO	70.00	
	53./4.02/CO134		WY	0:00	/ /	SALE	-	70.00	9/02/08
4929	5 LEISURE LANE		MANZO, EDWARD & K.	9/04/08	/ /	JD	CCO	70.00	
	51.07/128.		GEN	0:00	/ /	SALE	-	70.00	9/02/08
4930	SHETLAND COU		HELLER, EDWIN JR. &		/ /	JD	CCO	70.00	
	18.02/24.00		HEL	0:00	/ /	SALE	-	70.00	9/02/08

**2**  
Press Insert to add an inspection

The Enforcer supports several types of inspection, including:

- CCO and CER inspections are used for resale of a property and, in some cases, for change in tenancy in a rental unit
- Zoning inspections (PER) are carried out to determine if the requirements of the Zoning Code have been met
- REG inspections are for the periodic inspection of registered properties
- INS inspections are used for code enforcement inspections, for example, an observed violation of a municipal code

## Inspection Types Screen

Insp Type	Description
CCO	Certificate or Continuing Occupancy
INS	Code Enforcement Inspection(Violation)
PER	Zoning Permit
REG	Periodic Inspection, Registered Property
REI	Re-Inspection

**Please Note**  
A CCO inspection can be used for any resale of a property or change in occupancy of an apartment. REG should be used for the periodic inspection of registered properties. Data from a REG inspection is posted to the registration record.  
INS can be used for code enforcement inspections.

Select the type of inspection

**3**

Continued on next page

# Entering CCO & Zoning Inspections

**4**

## CCO and Violation Inspections

For this example, select CCO from the Document Types screen.

Complete form as shown

Lookup Registration #, if appropriate

Always lookup Parcel (Block/Lot)

Select pass "P" or fail "F." Alternately, select "mailed" if the certificate has been mailed

Enter scheduled date and time of inspection. Click on the ellipses button and a monthly calendar will come up to help you identify dates

Enter fee amount. If fee is being paid immediately, click on the Pay Now button and the Payments Screen appears. Instructions are on step 5

You can include information about construction permits, if you have the MC Systems' Permit Application System (MPAS) program. If you have MPAS, permits you select will be displayed in the Comments field. Since you are printing a CCO, you can have these words appear on the permit, as well

Always save your work

If you must enter violations, press Insert

If unsure about violation number or description, press the ellipses button and the NJ codes will appear.

### CCO Inspection Form

**Update Inspection #31, Blk/Lot 0/0, CCO Inspection**

Registration# [ ] Nbr of Re-Inspections **CCO**

Parcel [0/0] Unit: [ ] (Apt, Suite, etc)

There is a Co Respondent

Pending(-), Pass, Fail or ...  
 Pending(-)  P  F  Cert.  TCO  CCO  Mailed

Scheduled [ ] Time [ ] Abate by [ ]

Inspected [ ] Today [ ]

Passed [ ] Today [ ]

Next Periodic Insp [ ]

Inspector [ ]

Fee [0.00] Pay Now //

Check Constructn Permits (Functionality only active if you have MPAS. Permits you select will be displayed in 'Comments')

Inspection Comments [ ]

**Violations**

Code Section	Description

**Photos**

Photo No

12/12/08

If this is a CCO, you can have these words appear on the certificate

**Browse Records**

Code | Description |

Change Code in Use

Locate

Code Section	Description
213-2A	Application & Review
IPMC 303.2	ENCLOSURES
N.J.S.A. 40:	N.J.S.A. 40:
NO VIOLATIONS	
PM-101.1	Title:
PM-101.2	Scope:
PM-101.3	Intent:
PM-101.4	Referenced standards:
PM-101.5	Existing remedies:
PM-101.6	Workmanship:

List Codes (Print out)

You can sort by code # or by an alphabetical listing of code descriptions

Continued on next page

# Entering CCO & Zoning Inspections



**5**

All of the inspection forms have a Pay Now button to enter fee payments.  
Complete the form to the right

**Update Inspection 4933, Blk/Lot 0/0, CC**

Registration# [ ] Nmr of Re-Inspe [ ]  
 Parcel [ 0/0 ]  
 There is a Co Respondent  
 Pending(-), Pass, Fail or ...  
 P  F  Cert.  TD  
 Scheduled [ ] Time [ ]  
 Inspected [ ] Today  
 Passed [ ] Today  
 Next Periodic Insp [ ]  
 Inspector [ AC ]  
 Fee [ 0.00 ] Pay Now

## Payment Form

**Payments**

Locate 0

Trans No.	Date	Category For Sub	Year	Type	Check#	Amount	Initials	Comment
8787	8/27/08	INS HDU	2008	PAY	1784	70.00	KD	

Receipt Insert Close

You can print a receipt immediately

**6**

Highlight correct inspection and press Insert  
Complete the form below

**7**

Always save your work

**Record will be Added**

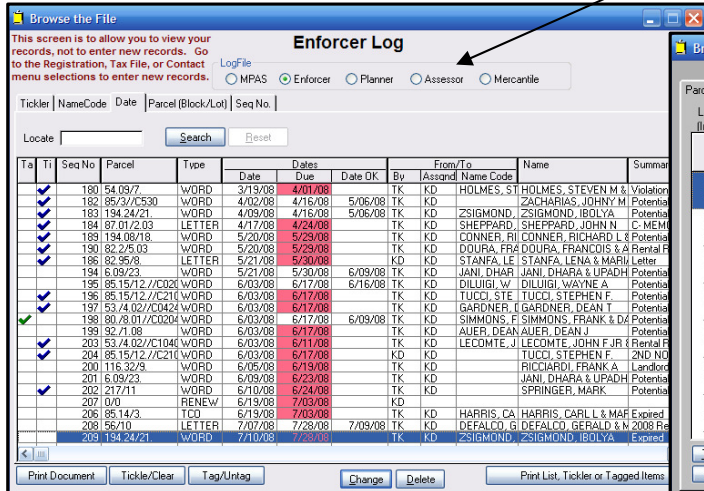
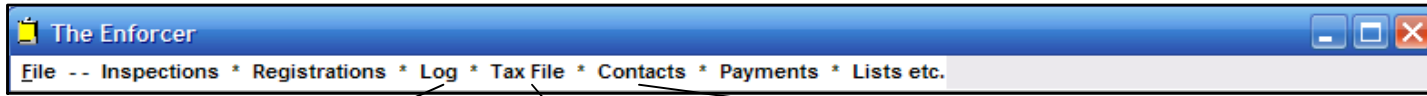
Year: [ 2008 ] Trans# 8807  
 Block/Lot [ 82.08/30. ] Hou# 59  
 Insp# 4923

Transaction Type  
 PAYment  ADJstment

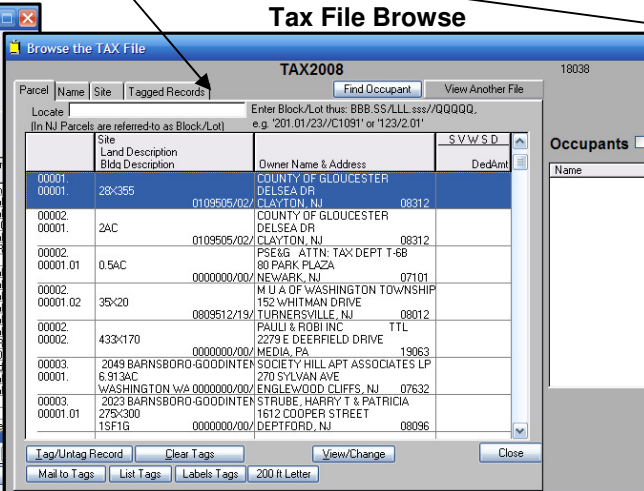
Check/Cash [ ] Cash  
 Amount [ 70.00 ]  
 Date [ 12/12/2008 ]  This a payment for a fine/penalty  
 Initials [ AC ]  
 Comment [ ]

F10=Save Cancel

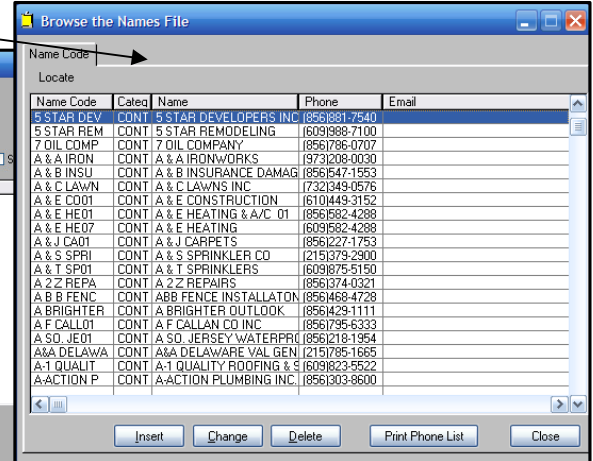
# Log, Tax File & Contacts Menus



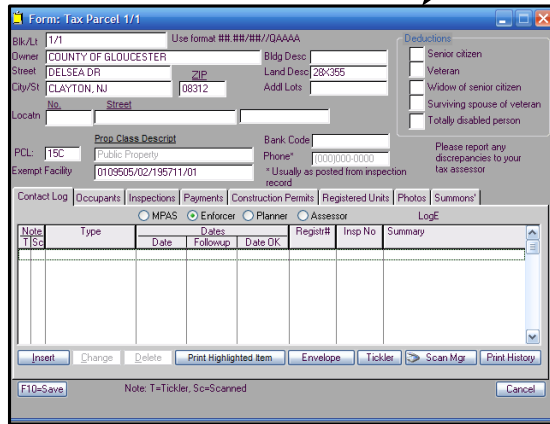
This is not generally for entry. It allows you to browse all documents produced by the program in sequential order or by Name code



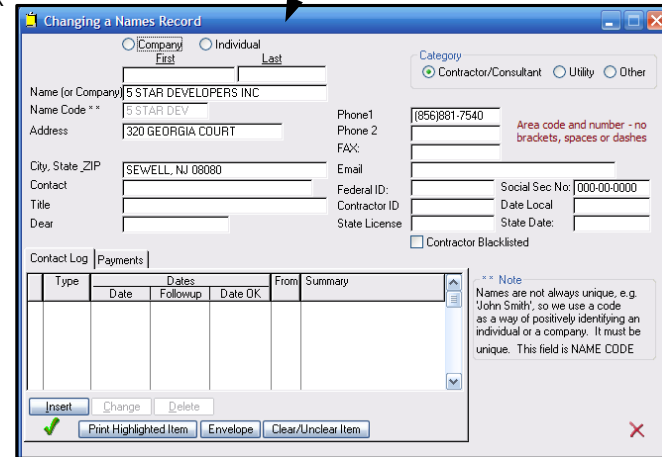
This is not generally for entry. It allows you to browse all properties on the tax list in a format reminiscent of the paper tax book



This is not generally for entry. It allows you to browse all contacts such as agents, emergency contacts, suppliers and others



The property form has several tabs that enable you to view log items, inspections, photos and occupants of the property



The contact form has several tabs that enable you to view log items, inspections, and payments attributable to this contact.

# Registration Related Lists



Click on Lists



Click on Registration Related Tab

## Lists Menu Registration Related Tab

Print Menu

Registration Related | Inspection Related | Other Reports

Folder Labels by Block/Lot	Registrations By Parcel*
Labels, by Name, No Dups	Registr Summary By Parcel*
Labels, by Registration No.	List Registration Data
Labels, Tagged Registr Records	List Unpaid Registrations
Labels, Tagged Tax Records	Registrations Showing Bedrooms
List Tagged Records	Registrations by Rate Group
Registrations by NameCode	Registrations by Coded No.
Registrations By Reg. No.	Registrant Phone List
Summary report	

**Finished** \* Parcel=Block/Lot in some states

## Selected Lists

CELESTE BERWICK/BEVERLY WI 84 HARRIS ROAD PITTSBORO, NJ 08818	D'AGOSTINO, MARY & ANTHONY 35 BRANT AVE CLARK, NJ 07066	1111 BUILDING, INC. 1111 MARKKRESS RD SU 200 CHERRY HILL, NJ 08003
ABBOTT, STEPHEN J & LISA A 7 PRINCE EDWARDS DRIVE SEWELL, NJ 08080	ABRAHAMIAN, LEO D & CAROLINE 204 HUNTINGTON DRIVE WILLIAMSTOWN, NJ 08094	ABUTBOUL, MICHAEL 521 SHETLAND COURT SEWELL, NJ 08080
ACRUX PROPERTY MANAGEMENT 1830 WOODLAND DRIVE WILLIAMSTOWN, NJ 08094	ADAMS, ELBERT R, JR. & NADELIN 2 N CENTRAL AVENUE CEDAR BROOK, NJ 08081	ADDO, ALICIA P O BOX 7935 PHILADELPHIA, PA 19101
ALECIA AVELLINO 9 JAN COURT SEWELL, NJ 08080	ALTAMORE, ERIC 837 COVE RD APT B18 STAMFORD, CT 06902-540	ANDERSON, DAVID J & SUTPHEN 39 ORION WAY SEWELL, NJ 08080

### List Unpaid Registrations

Township of Washington

Reg#	Yr	Owner	Site	Block/Lot	Agent	Agent Phone	Rate	Fee Units	Amt	Paid	Balance	
3	2008	STANFA, LENA & MARIA	412 ALDEBERAN DRIVE	82,95/8		(000)000-0000	23	50.00	1	50.00	0.00	50.00
7	2008	ROBERTS, BARRY J & D	104 GANTOWN ROAD	158/1		(000)000-0000	23	50.00	1	50.00	0.00	50.00
8	2009	ROBERTS, BARRY & DJA	277 GREENTREE ROAD	194,12/7,02		(000)000-0000	1-5	50.00	1	50.00	0.00	50.00
15	2009	CHRISTOPHER, JOHN &	13 KENT PLACE	82,20/17,02		(000)000-0000	23	50.00	1	50.00	0.00	50.00
23	2009	BURR, PATRICK	177 FRIES MILL ROAD	118,38/8,11		(000)000-0000	1-5	50.00	1	50.00	0.00	50.00
42	2009	MONAGHAN, MAUREEN	623 YORKSHIRE COURT	18,02/33,07		(856)534-7810	1-5	0.00	1	0.00	0.00	50.00
43	2008	PIZZUTILLO, DAVID J &	330 SURREY COURT	18,02/14,06		(000)000-0000	23	50.00	1	50.00	0.00	100.00
45	2008	PIZZUTILLO, DAVID J &	330 SURREY COURT	18,02/14,06		(000)000-0000	23	50.00	1	50.00	0.00	50.00

### Registrant Phone List by Name Code

Township of Washington

NameCode	Regist#	Use/Site	Block/Lot & Rate/Grp	Owner/Emergency	Emergency	Agent	Agent Phone
PAULI & BO	1	3/31/06	20 GREENHUGH DRIVE 1-5	WHITAKER, DEBRA S PAULI & BOBINC	(609)390-8649		(856)935-4700
GALLAGHER	2	4/03/06	19 ELITO DRIVE 1-5	GALLAGHER, PETER B & DENISE GALLAGHER, PETER			
STANTA, LE	3	4/03/06	412 ALDEBERAN DRIVE 82,95/8	STANTA, LENA & MARIA & JOSE STANTA, LENA & MARIA & JOSE	(609)381-3772		
GEVERD, ED	4	4/18/06	606 COVINGTON COURT 853/VC606 23	GEVERD, EDWARD C & BARBARA GEVERD, EDWARD C & BARBARA	(856)287-5751		
RAMOS, AND	6	4/19/06	7 RHODIX COURT 88,58/65, 23	RAMOS, ANDRE E & FORTE, ROS RAMOS, ANDRE E & FORTE, ROS			
ROBERTS, B	7	4/26/06	104 GANTOWN ROAD 158/1 23	ROBERTS, BARRY J & DIANE G ROBERTS, BARRY J & DIANE G			

### Registrations by Block/Lot

For the Perio 5/01/2008 thru 12/30/2008  
Township of Washington

Block/Lot	Reg#	Tax Owner (Shortened)	Site (Shortened)	Rate Group	Total Billing Units	Deleted Balance
5/02/14		2014ANTSCONTI, ANTHONY & A	17 POINT ROAD	23	1	50.00
5/08/23		1983 TANI, DHARA & IPADHY	1 BECKY'S LANE	23	1	50.00
7/03/48		1956 RISHAR, KENNETH & BAR	6 STILES COURT	23	1	50.00
17/07/31		2008 FLEMING, JOHN C & JEAN	12 SADDLEBROOK	23	1	50.00
18/02/1,04		2014 PILIMARY & JOSEPH	104 DEVONSHIRE	1		0.00
18/02/6,06		1980 SZALABOFKA, MEROFF	214 BOOTHBY COI	23	1	50.00
18/02/10,02		2000 GIBLIN, KELLY	242 BOOTHBY COI	23	1	50.00
18/02/14,04		2017 ALTAMORE, ERIC	328 SURREY COUR	23	1	50.00
18/02/23,08		1959 BENDER, MADELEINE	524 SHETLAND CO	23	1	50.00
18/02/39,01		1958 JOSEPH, GREGORY W	702 SEDGWICK C	23	1	50.00

Township of Washington  
P. O. Box 1106  
Housing Office  
Turnersville, NJ 08012  
(856)589-0520, FAX (856)218-1473

### Summary Statistics for Code Enforcement and Rental Registration

Number of Registered Units	540
Number of People Reported in Those Units	2,649
Number of Housing Units in Town (Property Class 2 on Tax Roles)	16,108
Number of Tickets Issued (For the period 11/01/08 through 1/21/09)	0
Financial (For the period 11/01/08 through 1/21/09)	
Penalties Collected (Code Office)	\$0
Rental Registration Fees	0
Certificates	0
Inspections (optionally includes penalties)	0
Other Payments Received	0
<b>Total</b>	<b>\$0</b>
Tickets	
Fines Plus Costs Collected (Court)	\$0

Continued on next page

# Inspection Related Lists



**1**

Click on Lists

**2**

Click on Inspection Related Tab

## Lists Menu Inspection Related Tab

Print Menu

0% Completed | Inspection Related | Other Reports

- List Code Elements
- List Insp Req'd on Registered Units
- Inspections ToDo, One Inspector
- List Inspections
- Certificates for Date Range
- Assigned Inspections by Inspector

Finished \* Parcel=Block/Lot in some states

Listing of Property Maintenance Code Elements  
MOUNT HOLLY TOWNSHIP

Page 1  
8/21/07

219-2A Application & Review  
A. No person shall establish an off-street parking area without first submitting an application for a permit and plan to the Township Clerk.

IPMC 303.2 ENCLOSURES  
Private swimming pools, hot tubs and spas, containing water more than 24 inches in depth shall be completely surrounded by a fence or barrier at least 48 inches in height above the finished ground level measured on the side of the barrier away from the pool. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54 inches above the bottom of the gate, the release mechanism shall be located on the pool side of the gate. Self-closing and self-latching gates shall be maintained such that the gate will positively close and latch when released from an open position of 6 inches from the gatepost. No existing pool enclosure shall be removed, replaced or changed in a manner that reduces its effectiveness as a safety barrier.

N.J.S.A. 40:9-5. Each day that a violation continues after due notice has been served, in accordance with the terms and provisions hereof, shall be deemed a separate violation. In addition to the penalties set forth in this section for violations, the township shall have all the rights and remedies set forth in Chapter 1, Article IV.

NO VIOLATIONS

PM-101.1 Title:  
These regulations shall be known as the Property Maintenance Code of the Township of Mount Holly hereinafter referred to as "this code."

PM-101.2 Scope:  
This code is to protect the public health, safety and welfare in all existing structures, residential and nonresidential, and on all existing premises by establishing minimum requirements and standards for premises, structures, equipment, and facilities for light, ventilation, space, heating, sanitation, protection from the elements, life safety, safety from fire and other hazards, and for safe and sanitary maintenance; fixing the responsibility of owners, operators and occupants; regulating the occupancy of existing structures and premises; and providing for administration, enforcement and penalties.

### Typical List

To-Do List, Inspections for 5/01/07 thru 1/01/08, Inspector:  
Township of Washington

Page 1  
1/21/09

Site/Block/Lot	Owner/Contact	Reg#	Requested Date/Time	Instructions/Inspector Notes
1 POPLAR ST 156.3.02	DUBIN, BARRY A. & HAPPER, DIANNE		8/23/07	8/15/07- Graspbl Hndrl, Dryer Dampar Missing, Pool Gates (3) Must open Out Self-Close & Latch, C.O
344 GEORGIA CT 85/3/C344	FARERI, LISA		9/24/07	LOCK BOX- 3 2 9 8
12 CAMELOT PLACE 82.20/7.08	PALLANTE, JOHN		10/12/07	KEY UNDER THE MAT *
434 PADDOCK COURT 18.02/21.02	PATANE, FRED S.		11/14/07	10/16/07- Graspbl Hndrls Leading Up To Unit & Loft.
19 GALAXY COURT 82.94/36.	VICK, KAREN	134	11/26/07	
721 RUTLAND COURT 53.4.02/C0721	IACONELLI, RACHEL		11/30/07	11/30/07- Graspbl Hndrl Does Not Run Leng. Deck Steps.

This is to ensure public health, safety and maintenance of structures with these provisions shall be as required herein.

be considered part of the reference. Where differences occur ions of this code shall apply.

air existing remedies of the sition of any structure which is

Inspections Completed 5/01/07 thru 1/01/08  
For Inspection Type ALL, and inspector ALL  
Township of Washington

Page 1  
1/21/09

Insp#	Reg#	Insp'd	By Name	Site	Block/Lot	Type	Re-Ins	P/F/C *	Payment Paid	Amount
3253	0	5/01/07	JD LAPPE, CHARLES M & THERESA	7 LAKEVIEW LA	82.66/5.	CCO	0	C SALE House	4/24/07	50.00
3262	0	5/01/07	JD CHODOROV, MALACHY & MARILYN	27 AUTUMN LA	51.08/15.	CCO	0	C SALE House	4/28/07	50.00
3249	0	5/02/07	JD PRICE, JAMES E III & CHARLOTTE A	611 YORKSHIRE CT	18.02/32.03	CCO	0	C SALE House	4/24/07	50.00
3232	1713	5/02/07	JD CARDENTE, DENNIS & KATHLEEN	14 KENT PL	82.20/17.04	REG	0	C RENTHouse	4/17/07	50.00
3080	0	5/03/07	JD CLAY, LOUANN	20 PHOENIX CT	82.92/45.	REG	0	C SALE House	4/30/07	20.00
3271	0	5/03/07	JD SMITH, RICHARD W & JENNIFER	17 LONG BOW DR	17.06/2.	CCO	0	C SALE House	5/31/07	20.00
3277	0	5/03/07	JD DI FABRITIS, JOSEPH	35 DI'S CT	82.100/20.	CCO	0	C SALE House	5/02/07	50.00
3207	0	5/04/07	JD DITANNO, MARIO R JR	3 MEETING HOUSE LA	116.32/2.	CCO	0	C SALE House	4/11/07	50.00
3213	0	5/04/07	JD EAVIS SEAN, DEMETRI, MICHELLE	1008 BRIARWOOD CT	85.15/12./C1008	CCO	0	C SALE House	5/04/07	20.00

This is a typical list, other selections print this format using other sorts and filters.

Continued on next page

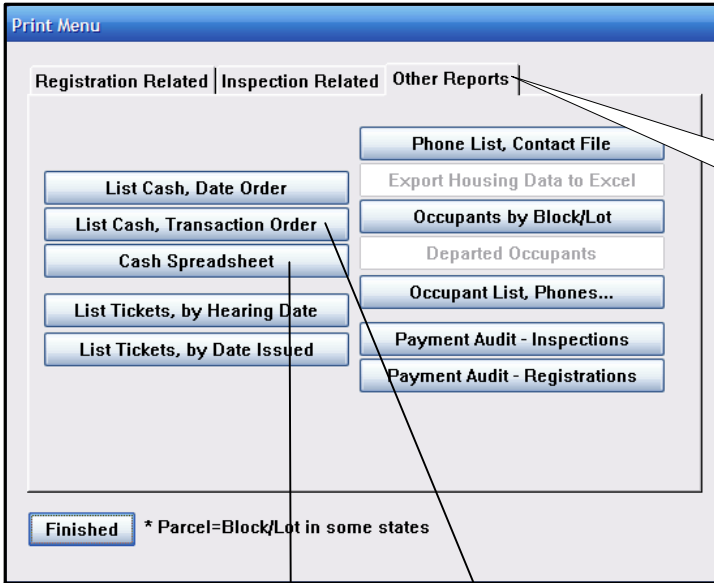
# Other Reports and Lists



## Lists Menu Other Reports Tab



Click on Lists



Click on Other Reports

### Selected Reports

**Cash Transactions - By Transaction No** Page 1  
1/21/09

Transactions For the Transaction Range 7,015 Thru 7,123

Reg#	Insp#	Date	Trans#	For	From	Block/Lot	Total Amount	Checks	Cash	Registrn	Other	Transactn Typ	V	ChkNo	By	Comment
1943	0	/ /	7015	REG	FURFARI, F35/3/C454		0.00					PAY00000	KD			ERROR DELETE DBL
1165	885	2/07/08	7018	INS	SOCIETY HI3/1		70.00	70.00			70.00	PAY24408	KD			
1235	78	2/07/08	7017	INS	SOCIETY HI3/1		70.00	70.00			70.00	PAY24409	KD			
1447	0	2/21/08	7018	REG	DDS, L.L.C 35/8		0.00					PAY3420-2	KD			NEW OWNERS
1448	0	2/21/08	7019	REG	DDS, L.L.C 35/8		0.00					PAY3420-3	KD			NEW OWNERS
1449	0	2/21/08	7020	REG	DDS, L.L.C 35/8		0.00					PAY3420-4	KD			NEW OWNERS
1944	0	2/25/08	7021	REG	AUTULLO, S198.14/2.		50.00	50.00		50.00		PAY1637	KD			
1944	4259	2/25/08	7022	INS	AUTULLO, S198.14/2.		70.00	70.00			70.00	PAY1637	KD			
4216	2/25/08	7023	INS	WHITE & AM192/7//C0807		50.00	50.00				50.00	PAY5807	KD			
4281	2/25/08	7024	INS	MCGUIGAN,85/3//C839		70.00	70.00				70.00	PAY801	KD			
4282	2/25/08	7025	INS	MCGUIGAN,85/3//C839		70.00	70.00				70.00	PAY801	KD			
1191	903	2/25/08	7026	INS	MCGUIGAN,85/3//C839		70.00	70.00			70.00	PAY801	KD			
1343	2532	2/25/08	7027	INS	MCGUIGAN,85/3//C839		70.00	70.00			70.00	PAY801	KD			

**Cash Transactions Spreadsheet** Page 1  
1/21/09

Transactions For the Date Range 9/01/2008 Thru 1/21/2009  
Township of Washington

Reg#	Insp#	Date	Trans#	For	By	V	Total	Registration	Certificate	Permit	Fine / Penalty	Inspection	Other	
	4928	9/02/08	8800	INS	KD	PAY	70.00					70.00		
	4929	9/02/08	8801	INS	KD	PAY	70.00					70.00		
	4930	9/02/08	8802	INS	KD	PAY	70.00					70.00		
1639		9/02/08	8803	REG	KD	PAY	50.00	50.00						
42		9/02/08	8804	REG	KD	PAY	0.00							
1983		9/02/08	8805	REG	KD	PAY	50.00	50.00						
1641		9/02/08	8806	REG	KD	PAY	50.00	50.00						
Total for Period							360.00	150.00	0.00	0.00	0.00	210.00	0.00	
No. Transactions							7							

Continued on next page

# Other Reports and Lists



## Lists Menu Other Reports Tab



Click on Lists

Print Menu

Registration Related | Inspection Related | Other Reports

List Cash, Date Order

List Cash, Transaction Order

Cash Spreadsheet

List Tickets, by Hearing Date

List Tickets, by Date Issued

Phone List, Contact File

Export Housing Data to Excel

Occupants by Block/Lot

Departed Occupants

Finished \* Parcel=Block/Lot in NJ

Click on Other Reports



### Selected Lists

#### Occupant List, Block/Lot Order

For the Period 6/01/07 - 1/21/09  
Township of Washington

Page 1  
1/21/09

Regist No.	Name	Unit	Phone	DOB	Age Now	Registered Disabilities/Comments
<b>Block/Lot: 0/0</b>				<b>Rate Grp</b>		
42 GREENLEIGH DRIVE				23		
1944	YOUNGBERGER SAM			3/04/94	14	2/25/08
2015	STAHL, DEVIN			6/08/94	14	7/31/08
1983	WEST, TAEOR			1/01/95	14	6/25/08
1983	WEST, PAETYN			1/01/00	9	6/25/08
2015	KEEHN, NICHOLAS			8/08/01	7	7/31/08
2015	KEEHN, WILLIAM			9/12/01	7	7/31/08
534	GRANDSON	1007				3/18/08
534	SMITH MEGAN FRANCES	1007		7/23/86	22	3/18/08
534	FITHIAN	1007		2/10/04	4	3/18/08
256	BARBARA SANKO	106				3/10/08
256	SANANNAH SANKO	106				3/10/08
256	ROBERT SANKO JR.	106		6/28/90	18	3/10/08
256	SHARON HANCE	106		8/07/01	7	3/10/08
324	FARRIES, MARY	108				3/10/08
278	SOSINSKI, MICHAEL	10DELA				3/18/08 WEEKENDS
538	GALLINA, GIUSEPPA	1101				3/19/08
279	EDWARDS, TYLER	1104		1/13/05	4	3/19/08
279	EDWARDS, BELLA	1104		11/21/06	2	3/19/08
541	TAK, NAIYA	1105		5/17/96	12	3/19/08

#### Phone List

Township of Washington

Page 1  
1/21/09

Name Code	Name	Address	Contact	Phones	FAX	email
5 STAR DEV	5 STAR DEVELOPERS INC	320 GEORGIA COURT SEWELL, NJ 08080		(856)881-7540 (000)000-0000 (000)000-0000		
5 STAR REM	5 STAR REMODELING	4063 LINCOLN DRIVE MARTON, NJ 08053		(609)988-7100 (000)000-0000 (000)000-0000		
7 OIL COMP	7 OIL COMPANY	1208 UNION LANDING RD CINNAMONSON, NJ 08077		(856)786-0707 (856)829-2785 (000)000-0000		
A & A IRON	A & A IRONWORKS	LITTLELAND ROAD OAK RIDGE, NJ 07438	ADAM	(973)208-0030 (973)208-8663 (000)000-0000		
A & B INSU	A & B INSURANCE DAMAGE REST	215 3 WHITE HORSE PIKE BASKINGTON, NJ 08807	DAVIS, GERALD C.	(856)547-1553 (856)547-1651 (000)000-0000		
A & C LAWN	A & C LAWN INC	1889 RT 9 TOMS RIVER, NJ 08755		(732)349-0576 (000)000-0000 (000)000-0000		
A & E CO01	A & E CONSTRUCTION	152 GARRETT ROAD GREEN DUNPHY, PA 19062		(610)449-3152 (610)449-6325 (000)000-0000		

#### List of Summons' Issued

For the Date Range 6/01/2007 Thru 1/21/2009

Page 1  
1/21/09

Sum#	Insp#	Date	Block/Lot	Insp	Street Address	Violation	Revenue	Comment
	Hearing:	07/12/07	118.35/22.04		000157 BELLS LAKE RD SCARPINATO, LISA		0	
	Hearing:	181 8/28/07	82.18/14.	P	000013 CORVAS COURT MCNIFF, JOSEPH/KELLY		0	ACTIVITY
	Hearing:	174812/04/07	55/9		000004 WALNUT AVE CROMLEY, MARK		0	ADVSD ATTN ROMAN-MULT DWELLING + FXD INFOR 809
							Total	\$0

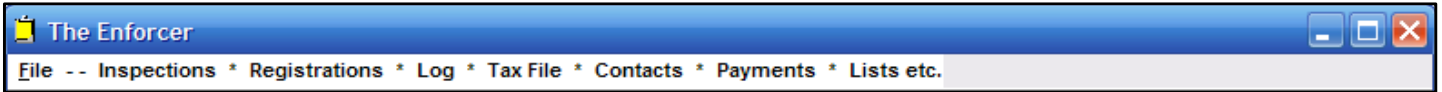
No. Records 3

The Enforcer, a program for housing and code enforcement officials

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MC Systems Software and Services, LLC, 15 McCay Way, Delran, NJ 08075 (609)221-1693

# Registration Billing—Part 1



**1** Click on Registrations

**2** Click on Billing tab

### Registration Browse, Billing Tab

Registration No.	Block/Lot	Site	Owner	Inspection Due	Coded Registr. No.	Tagged Records	Billing	Query
1927	46	LIBRA LANE	RUSH, CAROL	Due: 50.00	Last Insp Pd: 2/01/08	(856)981-3046		
1406	H13	2049 BARNSBORO GOODINTE	SOCIETY HILL APT ASSOCIATES L	Due: 0.00	Last Insp Pd: 3/19/08	(000)227-5211		
1409	E20	2049 BARNSBORO GOODINTE	SOCIETY HILL APT ASSOCIATES L	Due: 0.00	Last Insp Pd: 6/17/08	(856)227-5211		
1913	329	SURREY COURT	STEPONICK, JOHN R & GERILYN	Due: 50.00	Last Insp Pd: 1/10/08	(856)256-0204		
1404	25	GALAXY CT, 1	VICK, ROGERS, ROBERT J & ELEA	Due: 50.00	Last Insp Pd: 1/09/07	(856)236-3495		
1916	831	COVINGTON COURT	WEED, BRUCE S JR	Due: 50.00	Last Insp Pd: 1/14/08	(856)701-4871		
1915	801	BRIARWOOD COURT	WINKLES, SCOTT P & SUSAN B	Due: 50.00	Last Insp Pd: 1/14/08	(856)784-1144		

You can enter a billing month here or in the Billing Menu

**3** Click on Billing Menu

You can print bills once a month, once a year, or as many times per year as you want.

**5** Enter billing period, usually a month. If you bill only once per year enter a '1'

### Hint about penalties:

If your code requires a daily penalty instead of a flat amount penalty, then:

1. Calculate the amount due at the time the delinquent notice is sent and enter it in the rate table, below, under 'PENA'

2. Explain the daily amount in the text of the delinquent notice.

See the 'Understanding Documents' help page to find out how to add a text message to the delinquent bill.

### Billing Menu

Billing Month: 1

**Bill Proof List, Regular & Deliquent**

**Print Bills (BILL)**

**Labels to Registrants**

**Outstanding Bal, from Bill Mnth**

**Bills to Delinquents (BILLD)**

**Certificates to Paid Registrants**

**Proof List Explanation:**  
If registration has already been paid then the existing year-new billing year and the bill is not recalculated. Otherwise program moves outstanding balances to last year due. It posts new rates to the records and recalculates balances. It clears Paid, Recd-by, and dates paid, mailed and due, and certificate date.

**Errors will be indicated on the report. You will be asked if you want the registration records updated DO NOT do this until you get a correct proof list.**

**Rates to be Applied**

Rate Grp	Fee	Description
23	50.00	1-5
24	100.00	6-10
25	175.00	11 to 25
26	250.00	26 or more
6-10	100.00	6 to 10 units

You may change rates for this billing cycle, but do it before performing any of the actions above.

**Finished**

Please read this, it explains a lot!

**7**

**6** ALWAYS do a proof list first

### Print Setup Form

New Registration Yr: 2007

Date Mailed: 8/21/2007

Date Due: 9/01/2007

If there is a balance,  Apply Penalty

Update Master file

Regular or Delinquent: Regular

**OK** **Cancel**

Do it

This is up to you. If checked and a balance is due, a penalty will be calculated

Choose Regular or Delinquent

This will update balances, etc. on the master file, so don't check it until the proof list comes out the way you want

**4** Rate Table: If there are new rates for the year, change them here before proceeding

This indicates a Rate error. Make sure this registration's rate code is in the lookup table (step 4)

**8**

### Regular Bill List, Year 2009, Month 1

Township of Washington

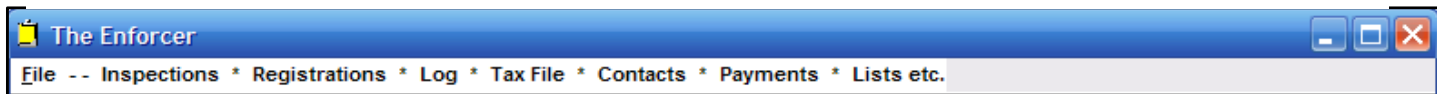
You Requested:  Apply Penalty  OK To Post

Date mailed: 1/21/2008

Date due: 2/01/2008

Reg No.	Coded No. If Any	Owner	Specific Use	Unit	Block/Lot	Bill Agent v	Use Grp	#Units	Rate	Fee	Balance Last yr	Fine/ Penalty	Total Due	Error
1413		1111 BUILDING, INC.			85/S/C102		24	7	100.00	700.00	600.00	0.00	1,300.00	
1415		1111 BUILDING, INC.			85/S/C104		24	7	100.00	700.00	700.00	0.00	1,400.00	
1416		1111 BUILDING, INC.			85/S/C107		24	1	100.00	100.00	100.00	0.00	200.00	
1417		1111 BUILDING, INC.			85/S/C106		24	1	100.00	100.00	100.00	0.00	200.00	
1418		1111 BUILDING, INC.			85/S/C108		24	7	100.00	700.00	700.00	0.00	1,400.00	
1918		ABRAHAMIAN, LEO D & CAROLINE	609458-0948		82.52/03.		23	1	50.00	50.00	0.00	0.00	50.00	
1917		ANSELMO, DAVID B	856-816-8844		80.78.01/WC0808		23	1	50.00	50.00	0.00	0.00	50.00	
1931		BARNETT, CHARLES M. & SYLVIA F.			82.08/28.		23	1	50.00	50.00	50.00	0.00	100.00	
1984	POD	BARTON, DONALD J & KELLEY KAREI			58/5			0	0.00	0.00	0.00	0.00	0.00	X
1923		BRENDINGER, MICHAEL S & INA			116.36/8.02			0	0.00	0.00	0.00	0.00	0.00	X

# Registration Billing—Part 2



## Billing Menu

**2** Confirm the billing month

Click on Print Bills

**3**

**1**

**4**

**5**

**Billing Menu**

Billing Month:

**Bill Proof List, Regular & Deliquent**

**Print Bills (BILL)**

**Labels to Registrants**

**Outstanding Bal, from Bill Mnth**

**Bills to Delinquents (BILLD)**

**Certificates to Paid Registrants**

**Proof List Explanation:**  
 If registration has already been paid then the existing year=new billing year and the bill is not recalculated. Otherwise program moves outstanding balances to last year due. It posts new rates to the records and recalculates balances. It clears Paid, Recd-by, and dates paid, mailed and due, and certificate date.  
 Errors will be indicated on the report. You will be asked if you want the registration records updated DO NOT do this until you get a correct proof list.

**Rates to be Applied**

Rate Grp	Fee	Description
23	50.00	1-5
24	100.00	6-10
25	175.00	11 to 25
26	250.00	26 or more
6-10	100.00	6 to 10 units

You may change rates for this billing cycle, but do it before performing any of the actions above.

**Finished**

**Insert** **Change** **Delete**

**Backup** **Restore**

You have already printed your proof list, and you are satisfied with the results. You then checked "Update the master file." and you ran the list again. Now you must send the bills, etc....

## Print Setup Form

**Renewals**

Date Mailed:

Date Due:

Update the master file dates

**OK** **Cancel**

Fill-in dates

If the dates on your last proof list need updating, check here

## Sample Bill

**Township of Washington**  
 P. O. Box 1105  
 Housing Office  
 Turnersville, NJ 08012  
 (856)589-0520 FAX: (856)218-1473

December 1, 2008  
 Parcel # 85/3/C102  
 Reg# 01413

**1111 BUILDING, INC.**  
 1111 MARLKRESS RD SU 200  
 CHERRY HILL, NJ 08003

Subject: Housing Registration Bill

Dear Owner/Agent:  
 It is time to renew your Registration for the year 2009  
 Please make any necessary corrections to the information on the stub(s) below, and return to the municipality for processing along with your fee remittance.  
 Registration of properties with an absentee landlord is required to be renewed annually. Failure to pay within 30 days may cause imposition of a \$50 penalty.

**Registration Renewal for : 102 HAVEN CT** 01413

Owner	1111 BUILDING, INC. 1111 MARLKRESS RD SU 200 CHERRY HILL, NJ 08003	Occupants & BirthDate (Birthdate for voter 18 only)	Parcel#85/3/C102
Emergency	CAROL (856)424-7000 FAX: (856)424-7750		Fees
Facility Name			Rate Group 24
Fed ID/SSN			No. Units 7
State No.			Rate 100.00
Local Agent			Amount 700.00
			Bal Last Yr 0.00
			Fine/Penalty 0.00
			Total 700.00
			Pd to Date 100.00
			Balance 600.00
			<b>Date Due</b> 2/01/2009

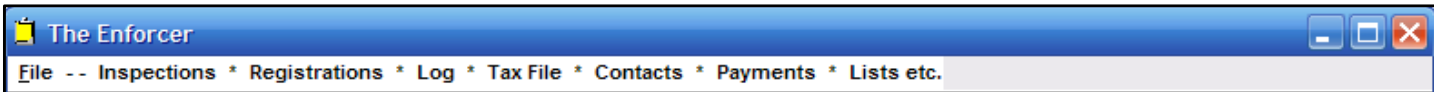
Payment Amount \_\_\_\_\_ Date: \_\_\_\_\_ Check# \_\_\_\_\_  
 Note: Correct or provide data above. Use additional sheets as required. Applicant Signature \_\_\_\_\_

The Process for delinquent bills is the same, simply choose the button "Bill to Delinquents..." instead of "Print Bills..." Note, however, that the penalty must have been posted in the proof list process.

"Certificates to Paid Registrants" prints certificates, 3-per page, to all registrants. This will not be of interest to most users. It takes a while to print, but it does give a print-preview.

Labels and List Accounts with Balances are normal reports requiring no prompts

# Registration Billing: Using Variable Rates—Part 3



## Billing Menu

Before you start, check Time Based under Rate Style in the "Setup Municipality" screen of the File Browse

**Billing Menu**

Billing Month:

**Bill Proof List, Regular & Delinquent**

**Print Bills (BILL)**

**Labels to Registrants**

**Outstanding Bal, from Bill Mnth**

**Bills to Delinquents (BILLD)**

**Certificates to Paid Registrants**

**Proof List Explanation:**  
 If registration has already been paid then the existing year=new billing year and the bill is not recalculated. Otherwise program moves outstanding balances to last year due. It posts new rates to the records and recalculates balances. It clears Paid, Recd-by, and dates paid, mailed and due, and certificate date.  
 Errors will be indicated on the report. You will be asked if you want the registration records updated DO NOT do this until you get a correct proof list.

**Backup** **Restore**

**Rates to be Applied**

Rate Grp	Fee	Description
6-10	100.00	6 to 10 units
APT1	75.00	Apartment
APT2	50.00	Apartment Year 2
APT3	25.00	Apartment Year 3
PCNA	0.00	Penalty

You may change rates for this billing cycle, but do it before performing any of the actions above.

**Finished**

Insert **Change** Delete

Note: The program determines the rate to be applied by subtracting the year first registered (Registration Screen) from the year today and then looking up the appropriate rate code.

e.g. First year apply APT (or APT1) Second year apply APT2. Third and subsequent years apply APT3

**Rate Table:** If there are new rates for the year, change them here before proceeding. DO NOT **CHANGE THE RATE CODES!** Unless you are looking for a lot of extra work

Note the three rates for APT. The full records are shown below

The dumb programmer forgot to change the words "Rate Group" to "Code"

The 4<sup>th</sup> character designates that this rate will be applied in the second year after first registration

The 4<sup>th</sup> character designates that this rate will be applied in the third and subsequent years after first registration

\$100 covers first year startup costs

**Update Records...**

Rate Group

Description

Fixed

Rate/Unit

Two examples:  
 $\$50 \text{ rate} \times 2 \text{ units} = \$100$   
 $\$100 \text{ Fixed} + \$50 \text{ rate} \times 2 \text{ units} = \$200$

**F10=Save** **Cancel**

Rate for Year 1

**Update Records...**

Rate Group

Description

Fixed

Rate/Unit

Two examples:  
 $\$50 \text{ rate} \times 2 \text{ units} = \$100$   
 $\$100 \text{ Fixed} + \$50 \text{ rate} \times 2 \text{ units} = \$200$

**F10=Save** **Cancel**

Rate for Year 2

**Update Records...**

Rate Group

Description

Fixed

Rate/Unit

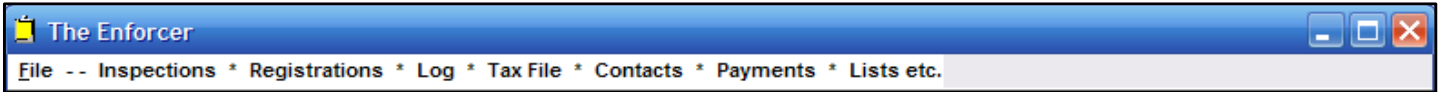
Two examples:  
 $\$50 \text{ rate} \times 2 \text{ units} = \$100$   
 $\$100 \text{ Fixed} + \$50 \text{ rate} \times 2 \text{ units} = \$200$

**F10=Save** **Cancel**

Rate for Year 3

**The Scenario:** The Town wants a fixed amount the first year to cover initial inspection and startup costs. Year two, the rate is reduced somewhat. Year three and subsequent years, the rate is reduced still more.

# Using the Tax File



**1**

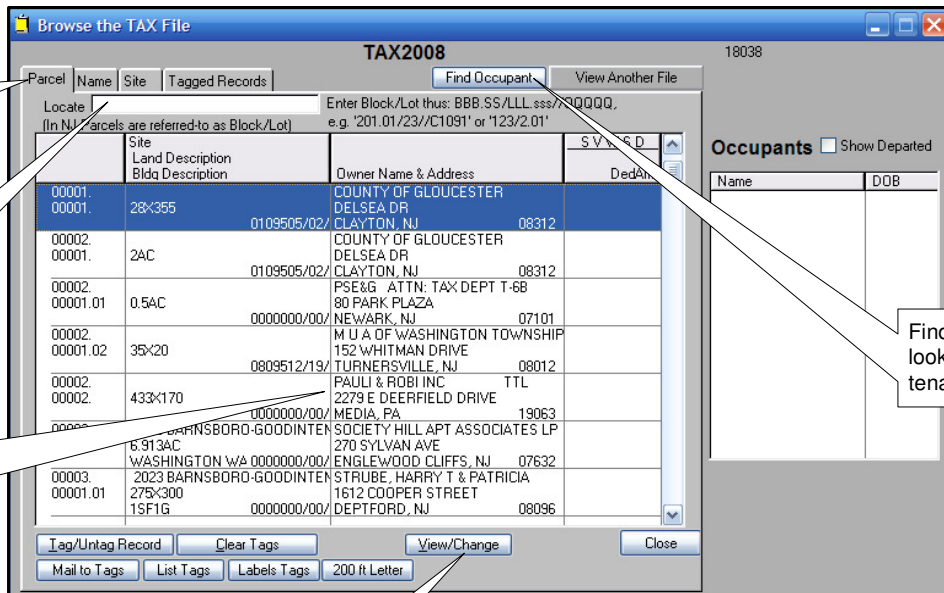
Click on Tax File

## Tax File Browse

1  
Tabs allow you to search the tax files by parcel, name, address, or tagged records

2  
To find a property by Block/Lot, enter it thus: "12/2" for Block 12, Lot 2

3  
Image of the tax book without assessment information



Find property by looking up a tenant

**2**

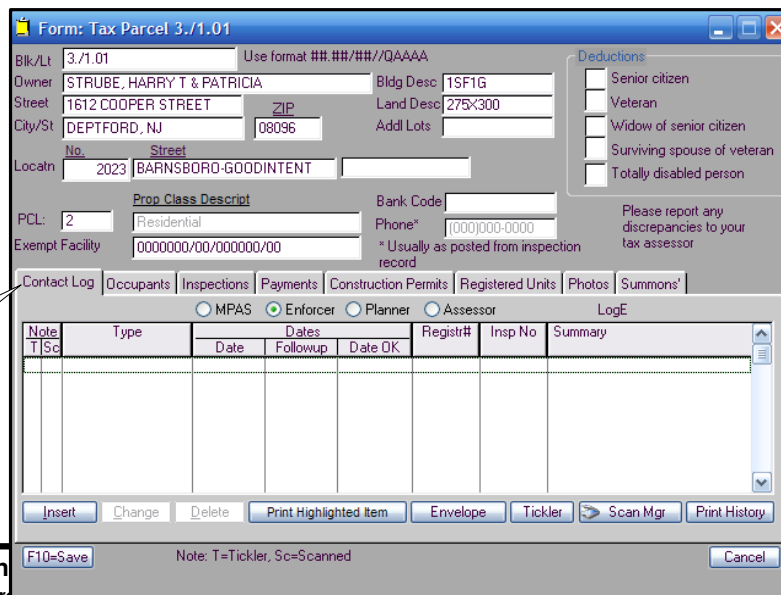
Press View/Change once correct property is highlighted

## Tax Parcel (Blk/Lot) Form

**3**

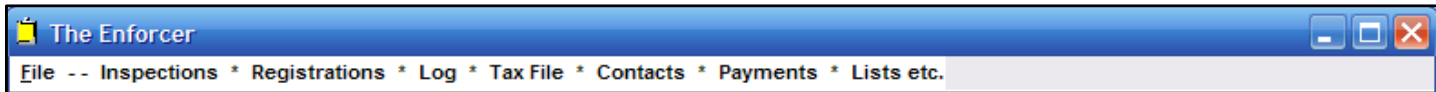
Complete form at right

4  
Tabs show complete information about a parcel for every category shown. For example, all occupants of a parcel are shown under the occupants tab, and all construction permits are shown under the construction permits tab



The Enforcer

# Understanding Documents



Setup Municipality  
Browse Users  
User Security  
Change Password  
Rates  
Street Names  
Document Setup  
Standard Words  
Occupants  
Tickets  
Code Maintenance  
Browse Photos  
Remote Help  
Import Mod-4/Street Normalization  
Print Setup...

Click on File to get the program setup selections **1**

Select Document Setup **2**

Double click on the item you wish to customize or press Insert to add a new item **3a**

**4**

In this example, we are going to look at the standard documents the Enforcer has on file for you. Consider them templates that contain standard wording and layout for just about every type of certificate, permit, bill, or penalty you use. You can amend the standard wording, add specifics on a per-case basis, or use them as is.

## Document Browse Screen

Browse the Document File

These are some standard document types

Type: Certificate

Type	Description	Description of Use
CCO	CERTIFICATE OF COMPLIANCE	
CCO2	CERTIFICATE OF OCCUPANCY	
CERTH	Rental Registration	
MERC	Mercantile License	
OCCUP	LICENSING CERTIFICATION & MAXIMUM OCCUP	
OCCUP2	MAXIMUM LEGAL OCCUPANCY OF THESE PREN	
TEMP	Temporary Certificate of Compliance	

Buttons: Insert, Change, Delete, Close

Sample Print

**3b**

There are three document types available to you: certificates, inspections, and bills. You can view the standard document entry forms using the drop-down button.

Complete the appropriate entry forms, modifying them as necessary.

## Sample Standard Documents

### Certificate of Approval Entry Form

Changing a For Record

Type: Certificate

Signature on Document: TR Timothy Rodgers, Title: Housing / Code Inspector

Title or Subject Line: Certificate of Approval

Description of Use: [Empty]

Narrative: This serves notice that, based on a general inspection of the visible parts of the building, there are no imminent hazards and the building is approved for continued occupancy. This Certificate of Approval will expire upon change of occupancy or two years from date issued. This certificate is the property of Mount Holly Township Department of Housing and must be surrendered on demand.

UNIT # \_\_\_\_\_

Buttons: Cancel

Certificates do not have much room for narrative. Enter your narrative then test print it.

Complete the form, entering the wording you wish to use

### Delinquent Bill Entry Form

Changing a For Record

Type: BILLD

Signature on Document: MT Michael Thompson, Title: Housing Inspector

Title or Subject Line: Delinquent Bill

Description of Use: [Empty]

Narrative: You are in violation of Mt. Holly Township Ordinance #1989-18 for Failure to Renew your Township Rental License(s). In accordance with Mt. Holly Township Ordinance 1984-23, your license was not renewed within 10 days of the expiration date, a late fee of \$25.00 per rental unit has been assessed. If license(s) are not renewed within 10 days from the date of this notice, a court summons may be issued and a court appearance will be required.

Buttons: F10-Save, Cancel

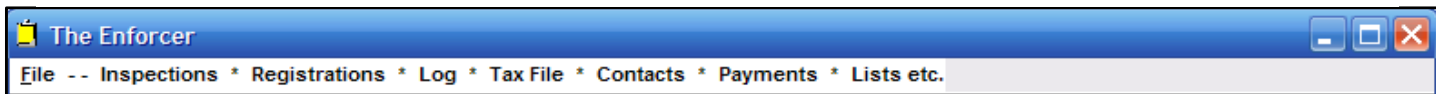
Hint: If your ordinance requires a rate per day for delinquencies, explain it here so that the recipient knows the rate per day to be applied from the date of his bill.

Type any message you want for the delinquent bill, but test before going into production. You have limited space on the bill.

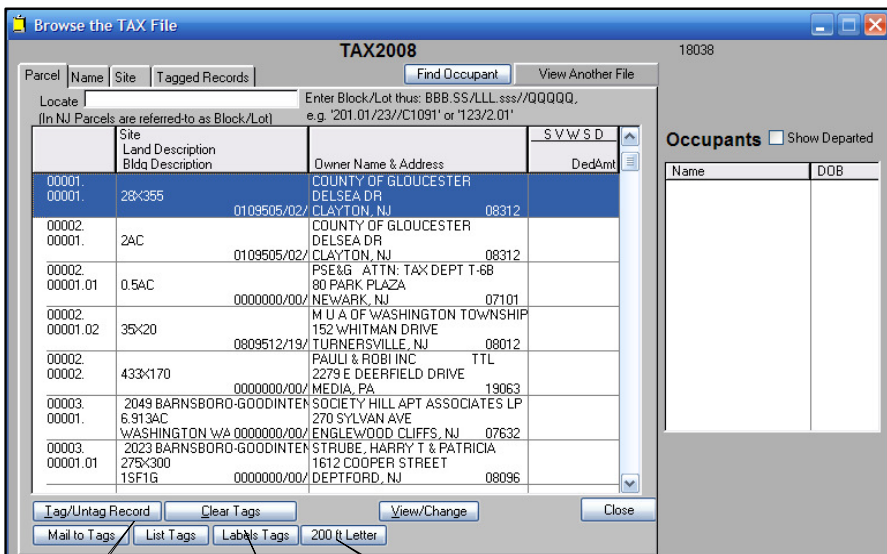
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# 200 Foot Lists



Click on Tax File to start



Map in-hand, locate property on map, highlight it on screen, then click Tag/Untag Record button



Highlight the property you are doing the list for, then click the 200 ft Letter button

Click here to produce labels to accompany a letter



