



## Guidelines for Filling Out the CSV Template for Municipal Lead Portal Submissions

This document contains instructions for accurately completing the CSV template for bulk uploads to the Municipal Lead Reporting Portal. Please ensure all required fields are filled out correctly to prevent submission errors. Maintain the original CSV format and do not alter column names or their order. Non-compliance with these guidelines or the field rules below may result in submission failure.

If you are ever unsure of the validity of a field entry, test it on the Municipal Lead Reporting Portal [New Jersey Department of Community Affairs | Municipal Lead Reporting Portal](#) (**do not** submit the property on the portal and in the bulk upload CSV).

### Fields

- **affiliation:** Enter "Municipal staff" or "Contracted lead inspector". This field is mandatory.
- **contractor\_name:** If affiliation is "Contracted lead inspector", enter the contractor's name, otherwise, enter "None". This field is mandatory.
- **contractor\_address\_prepopulati:** Leave this field blank.
- **contractor\_address:** If affiliation is "Contracted lead inspector", enter the first line of the contractor's address, otherwise, enter "None". This field is mandatory.
- **contractor\_address\_line\_2:** If affiliation is "Contracted lead inspector", enter the second line of the contractor's address if any, otherwise, leave this field blank.
- **contractor\_city:** If affiliation is "Contracted lead inspector", enter the contractor's city, otherwise, enter "None". This field is mandatory.
- **contractor\_state:** If affiliation is "Contracted lead inspector", enter the full name of the contractor's state, otherwise, enter "None". This field is mandatory.
- **contractor\_zip\_code:** If affiliation is "Contracted lead inspector", enter the contractor's 5-digit zip code, otherwise, enter "99999". This field is mandatory.

- **submission\_date:** Enter the submission date in the format m/d/yyyy (e.g., 1/1/2025). This field is mandatory.
- **inspection\_date:** Enter the inspection date in the format m/d/yyyy (e.g., 1/1/2025). This field is mandatory.
- **submitter\_first\_name:** Enter your first name. This field is mandatory.
- **submitter\_email:** Enter your email address. This field is mandatory.
- **submitter\_last\_name:** Enter your last name. This field is mandatory.
- **submitter\_phone\_number:** Enter your phone number in the format #####. This field is mandatory.
- **submitter\_county:** Enter the county you serve in all capital letters (e.g., MERCER). This field is mandatory.
- **submitter\_municipality:** Enter the municipality and municipality type you serve, formatted as "Trenton City". This field is mandatory.

**Note:** If your county and municipality do not match the portal options, the submission will be denied.

- **type\_of\_property:** Enter one of the following: "1 Unit", "2 Unit", "3 Unit", or "4 Units and above". This field is mandatory.
- **owner\_occupied:** Enter "Yes" or "No". This field is mandatory.
- **block:** Enter the block number or decimal. This field is mandatory.
- **lot:** Enter the lot number or decimal. This field is mandatory.
- **property\_address\_prepopulation:** Leave this field blank.
- **property\_address:** Enter the first line of the property address. This field is mandatory.
- **property\_unit:** If applicable, enter the property unit.
- **property\_address\_line\_2:** If applicable, enter the second line of the property address. Otherwise, leave blank.
- **property\_city:** Enter the property city. This field is mandatory.
- **property\_state:** Enter "New Jersey". This field is mandatory.
- **property\_zip\_code:** Enter the 5-digit property zip code. This field is mandatory.

- **owner\_first\_name:** Enter the owner's first name. This field is mandatory.
- **owner\_last\_name:** Enter the owner's last name. This field is mandatory.
- **company\_legal\_entity:** This field is optional. Enter the company legal entity if applicable.
- **owner\_address\_prepopulation:** Leave this field blank.

### Conditional Owner Fields

If the property is owner-occupied ("owner\_occupied" is "Yes"), the following fields, if required, can be entered as "None" or "99999" for the zip code field. Otherwise, fill out the respective information:

- **owner\_address:** Enter the first line of the owner's address or "None". This field is mandatory.
- **owner\_address\_line\_2:** Enter the second line of the owner's address if applicable, otherwise leave blank.
- **owner\_city:** Enter the owner's city. This field is mandatory.
- **owner\_state:** Enter the full name of the owner's state. This field is mandatory.
- **owner\_zip\_code:** Enter the 5-digit owner's zip code. This field is mandatory.
- **occupant\_first\_name:** Enter the occupant's first name if applicable.
- **occupant\_last\_name:** Enter the occupant's last name if applicable.
- **occupant\_email:** Enter the occupant's email if applicable.
- **occupant\_phone\_number:** Enter the occupant's phone number if applicable.

### Fields Continued

- **owner\_email:** Enter the owner's email if available.
- **owner\_phone\_number:** Enter the owner's phone number in the format ##### if available. This field is mandatory.
- **lead\_found:** Indicate whether lead-based paint hazards were found in the residence by entering "Yes" or "No". This field is mandatory.
- **lead\_safe:** Indicate whether a lead-safe certificate was issued by entering "Yes" or "No". This field is mandatory.

- **children\_present:** Indicate whether children were present in the residence by entering "Yes", "No", or "Data not collected". This field is mandatory.