

ANNUAL RENTAL FACILITY REGISTRATION
“RENEWAL”

Pursuant to Ordinance 1998-3, 2005-35, 2007-2 and N.J.S.A. 46:8-27
DUE DATE: APRIL 1, 2011

RENTAL REGISTRATION FEE - \$100.00 each unit

REINSPECTION FEES AFTER FAILED INITIAL INSPECTION (if applicable)

1st Reinspection - \$20.00

2nd Reinspection - \$25.00

3rd or more Reinspections - \$40.00 per inspection

Change of Occupancy – No Charge

Type of Rental: _____ Commercial _____ Residential _____ Industrial

AFTER APRIL 30TH, THERE IS A LATE FEE OF \$30.00 PER UNIT PER MONTH

1. Property Location:

_____ Unit No.

Block _____ Lot _____

NOTE: If the unit was registered last year and is no longer a rental unit fill out item 13 and 14 and return form.

2. Name, address, and phone number of record owner(s) of unit. In the case of a partnership list the names, addresses, and phone numbers of all general partners. If record owner is a corporation, complete this section with the required information for registered agent and corporate officers.

Registered Agent NAME/TITLE	ADDRESS/STREET/STATE/ZIP	PHONE NUMBER

Record owner is a corporation _____ Record owner is a partnership _____

3. If the owner is not a resident of Burlington County, please provide the name of a person who resides in Burlington County and who is authorized to accept notices from a tenant, to issue receipts therefore, and to accept service of process on behalf of the record owner.

Name

Address and PO Box

City, State, Zip

Phone Number

Record owner is a resident of Burlington County _____

4. Name, address, and phone number of managing agent of the unit, if any.

Name

Address and PO Box

City, State, Zip Code

Phone Number

There is no agent for this unit _____

5. Name, address, and phone number including dwelling unit number of the superintendent, janitor, custodian, or other individual employed by the owner or agent to provide regular maintenance service, if any.

Name

Address and PO Box

City, State, Zip Code

Phone Number

There is no superintendent, etc. for this unit _____

6. Representative of the owner or agent to be reached or contacted at any time in the event of an emergency and who has the authority to make emergency decisions.

Name

Address and PO Box

City, State, Zip Code

Phone (Day)

Phone (Evening)

7. Please list all holders of recorded mortgages on this property.

_____	_____
Name	Name
_____	_____
Address (No PO Box)	Address (No PO Box)
_____	_____
City, State, Zip	City, State, Zip

There is no recorded mortgage on this unit _____

8. Identify the fuel oil dealer if fuel oil is used to heat this unit and the landlord furnishes the heat in this unit.

_____	_____ This unit is not heated by fuel oil
Name	
_____	_____ This unit is heated by fuel but the landlord is not responsible for the supply of heat.
Address (No PO Box)	
_____	_____
City, State, Zip	Grade of Oil

*9. Number of sleeping rooms in this unit _____

*10. Number of occupants that may reside at these premises _____

*11. List the names of all current occupants of this unit.

* *Questions 9,10 and 11 are for **RESIDENTIAL** rental use only*

12. Enclosed is the required registration fee(s) for the unit(s) _____

13. This unit is no longer a rental unit _____ Property Location: _____

14. Reason this unit is no longer available for rent:

15. _____ I am applying for exempt status for this unit under section 234-11C of the rental property ordinance. I am a senior citizen who resides in a unit of the property and rents out the remaining unit and would otherwise qualify under the State of New Jersey property tax deduction under N.J.S.A. 54:4-8.41.

I hereby certify that the above information is true to the best of my knowledge, information, and belief. I am aware that if the foregoing information supplied is willfully false that I am subject to penalties and criminal prosecution.

Date

Owner's Signature

**Every person is required to file a registration form and pursuant to this registration shall file an amended registration form within 20 days after the change in the information required to be included thereon. No fee shall be required for the filing of an amendment except when the ownership of the unit or tenant is changed.

**All questions must be fully answered, fees paid, and all municipal charges satisfied or this application will be considered incomplete and not in compliance with Ordinance 1998-3 and 2005-35 and 2007-2

N.J.S.A. 46:8-17 requires a landlord to provide his tenants with a written statement providing basic information, the statement must also be filed with the Clerk of the municipality and be posted conspicuously in a common area: the Act applies to all residential tenancies except owner-occupied two and three unit premises.

N.J.S.A. 46:8-33 provides that if a landlord has failed to comply with this requirement, no judgment for possession shall be entered until there is compliance. If there has not been compliance, the Court is required to continue the case for up to 90 days and if there is no compliance within that period, the action must be dismissed.