



**New Jersey Department of Community Affairs
Division of Codes and Standards
Landlord-Tenant Information Service**

**REGULATIONS FOR THE LANDLORD IDENTITY
REGISTRATION FORM**

N.J.A.C. 5:29-1.1

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(Revised September 2022)

5:29-1.1 Applicability

- (a) Pursuant to N.J.S.A. 46:8-28 and 46:8-29, the form prescribed by this subchapter is required to be given by landlords to tenants in single unit dwellings and in two – unit dwellings that are not owner-occupied and to be filed in the office of the clerk of the municipality in which any such single unit dwelling or two-unit dwelling is situated.
- (b) Tenants in multiple dwellings are required to be given a copy of the certificate of registration filed with the Bureau of Housing Inspection in accordance with N.J.S.A. 55:13A-12, N.J.S.A. 46:8-28 and N.J.A.C. 5:10-1.11. **(Contact the Bureau of Housing Inspection, PO Box 810, Trenton, New Jersey 08625, (609) 633-6216 or BHICodeAdmin@dca.nj.gov for registration of properties with three or more dwelling units.)**

THE ATTACHED FORM IS TO BE FILED WITH THE MUNICIPAL CLERK AND DISTRIBUTED TO TENANTS IN SINGLE UNIT DWELLINGS AND IN TWO UNIT DWELLINGS THAT ARE NOT OWNER-OCCUPIED.

Similar forms may be obtained from private sources.

LANDLORD IDENTITY REGISTRATION STATEMENT
ONE AND TWO-UNIT DWELLING REGISTRATION FORM

The form of the certificate of Registration to be filed with the municipal clerk and distributed to tenants by owners or non-owner occupied one and two unit dwellings shall be substantially as follows:

(1) Property Address:

(2) The names and addresses of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

(3) If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:

☐ Record owner is not a corporation.

(4) If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner(s) is as follows:

☐ The addresses of all record owners in the county in which the dwelling is located:

(5) The name and address of the managing agent is as follows:

☐ There is no managing agent.

(6) The name and address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:

☐ There is no superintendent, janitor, custodian or other person employed to provide regular maintenance service.

- (7) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

- (8) The names and addresses of all holders of recorded mortgages on the property are as follows:

☐ There is no recorded mortgage on the property.

- (9) If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

☐ The building is not heated by fuel oil

☐ The building is heated by fuel oil, but the landlord does not furnish heat.

Date

Landlord or Authorized Representative

SEND COMPLETED FORMS TO TENANTS AND MUNICIPAL CLERKS ONLY

13-2.7 Violations Subsequent to Issuance; Revocation of Permit.

If subsequent to the issuance of a Rental Permit, the Construction Official or his duly authorized agents have cause to believe a violation of this Section exists, an inspection shall be made of the subject premises. If a violation is found to exist, the provisions of Section 12-1, Housing Code, and Chapter XI, Building and Construction, shall apply. In addition thereto, if cited violations are not abated within ten (10) days from the service of notice, the Rental Permit shall be revoked by the Construction Official by mailing a notice of revocation by certified mail to the owner and tenant of the premises thereafter, the premises shall be immediately vacated, providing however, the Construction Official shall have the discretion to allow a longer period of time for the corrections of violations if warranted and reasonable under the circumstances. (Ord. No. 849 § E)

13-2.8 Definitions.

As used in this section:

Rental residential structure or unit shall mean any dwelling, dwelling unit, rooming unit, building or structure permitted to be possessed or occupied by a person who shall be the legal owner, equitable owner or party in actual control of said unit, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded contract for the sale of land for all or any part of a year. (Ord. No. 849 § F)

13-2.9 Violations and Penalties.

Any person, firm or corporation that shall be convicted of a violation of a provision of this section shall, upon conviction thereof by any Court authorized by law to hear and determine the matter, be liable to the penalty stated in Chapter I, Section 1-5. Each day that such violation exists shall constitute a separate offense. (Ord. No. 849 § G; New)

13-2.10 Enforcement.

The Construction Official or his designee shall enforce the provisions of this section.

13-3 LANDLORD REGISTRATION.**13-3.1 Landlord Registration Required.**

Every landlord of a single family and two-family residential unit are required to register the property with Code Enforcement on an annual basis.

Registration will be accomplished by the completion of application forms available on the Borough website or in person and Borough Hall.

a. Fees.

The fee for the first registration by a landlord for a particular unit shall be in the amount of \$150.00.

The fee for an annual renewal registration is \$75.00.

All fees are due and payable by March 1 of each year.

The late fee for the annual renewal is \$75.00. This fee is in addition to the renewal fee of \$75.00.

(Ord. No. 1140)

13-4 SHORT TERM RENTAL PROPERTY.

13-4.1 Definitions.

Advertise or advertising shall mean any form of solicitation, promotion, and communication for marketing, used to solicit, encourage, persuade, or manipulate viewers, readers, or listeners into contracting for goods and/or services in violation of this Section 13-4, as same may be viewed through various media including but not limited to, newspapers, magazines, flyers, handbills, pamphlets, commercials, radio, direct mail, internet websites, or text or other electronic messages for the purpose of establishing occupancies or uses of rental property, for Consideration, which are prohibited by this Section 13-4.

Consideration shall mean soliciting, charging, demanding, receiving or accepting any legally recognized form of consideration including a promise or benefit, a quid-pro-quo, rent, fees, other form of payment, or thing of value.

Dwelling Unit shall mean any structure, or portion thereof, whether furnished or unfurnished, which is occupied in whole or in part, or intended, arranged or designed to be occupied, for sleeping, dwelling, cooking, gathering and/or entertaining, as a residential occupancy, by one or more persons. This definition includes an apartment, condominium, building, co-operative, converted space, or portions thereof, that is offered to use, made available for use, or is used for accommodations, lodging, cooking, sleeping, gathering and/or entertaining of occupants and/or guest(s), for consideration, for a period of thirty (30) days or less.