City of Estell Manor

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**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 at (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.**

Should you have any questions or require additional information, please feel free to call our office at

(609) 476-2692 X2 or email cityclerk@estellmanor.org

**Please be sure to return the completed registration packet.**

**RENTAL REGISTRATION APPLICATION**

Registration Year: \_\_\_\_\_\_\_\_ Changes from prior year? Yes \_\_\_ No\_\_\_

Property Address:

Block: \_\_\_\_\_\_ Lot: \_\_\_\_\_\_ Year Built: \_\_\_\_\_\_\_ # Units: \_\_\_\_\_\_\_\_ Fee: \_\_\_\_\_\_\_\_

All owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

 Name: Phone: Email:

 Address:

 Name: Phone: Email:

 Address:

 Name: Phone: Email:

 Address:

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

 Name: Phone: Email:

 Address:

 Name: Phone: Email:

 Address:

Is the Owner a Corporation? Yes \_\_\_\_ No \_\_\_\_

 The registered agent and the corporate officers are as follows:

 Name: Phone: Email:

 Address:

 Name: Phone: Email:

 Address:

Is there a Managing Agent? Yes \_\_\_\_ No \_\_\_\_

 The managing agent is as follows:

 Name: Phone: Email:

 Address:

Is there a superintendent, janitor, custodian or other person employed to provide regular maintenance

service? Yes \_\_\_\_ No \_\_\_\_

 The superintendent, janitor, custodian or other person is as follows:

 Name: Phone: Email:

 Address:

An individual representative of the 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:

 Name: Phone: Email:

 Address:

Are there recorded mortgages on the property? Yes \_\_\_\_ No \_\_\_\_

 All holders of recorded mortgages on the property are as follows:

 Name: Phone: Email:

 Address:

 Name: Phone: Email:

 Address:

Is the building heated by fuel oil supplied by the landlord? Yes \_\_\_\_ No \_\_\_\_

 If fuel oil is used to heat the building and the landlord furnishes the heat, the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

 Name: Phone: Email:

 Oil Grade:

Date: \_\_\_\_/\_\_\_\_\_/\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner \_\_\_\_ Agent \_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_