Landlord Registration (Identity) Form - Rentals Only

One and Two Unit Dwelling Registration Form
N.J.A.C.5:29-1.2 thru 5:29-2.2
Pursuant to N.J.S.A. 46:8-27 thru 37
Drop off **New $200 Renewal $100** ***Online*** **New $150.00 Renewal $75.00**

The Certificate of Registration is to be filed with the Municipal Clerk and distributed to tenants by owners of non-owner occupied one and two unit dwellings shall be substantially as follows:

Building Address: _____Block_____ Lot(s)_____

1. The name and address of the RECORD OWNERS OF THE BUILDING or of the rental business (including all general partners in the case of a partnership are as follows:

Name: _____ Name:_____

Address:_____ Address:_____

Address:_____ Address:_____

Telephone:_____ Telephone:_____

Email Address:_____ Email Address:_____

Name:_____ Name:_____

Address:_____ Address:_____

Telephone:_____ Telephone:_____

Email Address:_____ Email Address:_____

---

2. IF THE RECORD OWNER IS A CORPORATION, the name and address of the registered agent and of the corporate officers of are as follows:

Name: _____ Name:_____

Address:_____ Address:_____

Address:_____ Address:_____

Telephone:_____ Telephone:_____

Email Address:_____ Email Address:_____

Name:_____ Name:_____

Address:_____ Address:_____

Telephone:_____ Telephone:_____

Email Address:_____ Email Address:_____

☐ Record owner is **not** a corporation.

---

3. 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 owner(s) are as follows:

Name: _____ Name:_____

Address:_____ Address:_____

Address:_____ Address:_____

Telephone:_____ Telephone:_____

Email Address:_____ Email Address:_____

Name:_____ Name:_____

Address:_____ Address:_____

Telephone:_____ Telephone:_____

Email Address:_____ Email Address:_____

---

4. The addresses of all RECORD OWNERS IN THE COUNTY in which the dwelling is located:

Name: _____ Name:_____

Address:_____ Address:_____

Address:_____ Address:_____

Telephone:_____ Telephone:_____

Email Address:_____ Email Address:_____

Name:_____ Name:_____

Address:_____ Address:_____

Telephone:_____ Telephone:_____

Email Address:_____ Email Address:_____

---

5. The name and address of the MANAGING AGENT is as follows:

Name: _____

Address:_____

Telephone:_____ Email Address:_____

☐ There is **no** managing agent.

---

6. The name and address (including the dwelling unit, apartment or room number) of the SUPERINTENDENT, JANITOR, CUSTODIAN or other person employed record owner or managing agent to provide regular maintenance service are as follows:

Name: _____ Name:_____

Address:_____ Address:_____

Address:_____ Address:_____

Telephone:_____ Telephone:_____

Email Address:_____ Email Address:_____

Name:_____ Name:_____

Address:_____ Address:_____

Telephone:_____ Telephone:_____

Email Address:_____ Email Address:_____

☐ 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 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, are as follows:

Name: _____

Address: _____ _____

Telephone: _____ Email Address: _____

8. The name and addresses of all holders of recorded mortgages on the property are as follows:

Company Name: _____ Company Name: _____

Address: _____ Address: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

☐ 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:

Company Name: _____ Company Name: _____

Address: _____ Address: _____

Address: _____ Address: _____

Telephone: _____ Telephone: _____

☐ The building is **not** heated by fuel oil

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

Date: _____

_____
Signature of Landlord or Authorized Representative

_____
Please Print Name

THIS FORM IS TO BE FILED WITH THE MUNICIPAL CLERK AND DISTRIBUTED TO TENANTS