

TOWNSHIP OF LONG HILL
LANDLORD IDENTITY REGISTRATION REGULATIONS

THIS STATEMENT IS TO BE FILED WITH THE MUNICIPAL CLERK, PLEASE MAIL TO:

**Attn: Long Hill Township Clerk
915 Valley Road
Gillette, NJ 07933**

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:A-12, N.J.S.A. 46:8-28 and N.J.A.C. 5:10-1.11. (Contact the Bureau of Housing Inspection, P.O. Box 810, Trenton, New Jersey 08010 (609-633-6240 for registration applications for buildings with three or more dwelling units).

THIS FORM IS TO BE FILED WITH THE MUNICIPAL CLERK AND DISTRIBUTED TO TENANTS LANDLORD IDENTITY STATEMENT ONE AND TWO-UNIT DWELLING REGISTRATION FORM N.J.A.C. 5:29-1.2 THROUGH 5:29-2.2.

PURSUANT TO N.J.S.A. 46:8-27 THROUGH 37

5:29 1.2 ONE AND TWO-UNIT DWELLING REGISTRATION FORM

- A. 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. Building Address: _____

- 2. The name and addresses of all record owners of the building or of 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 name 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) are as follows: _____

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

5. The names and addresses of the managing agent are as follows:

/___/ There is no managing agent.

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

8. The name and address 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 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

FILE WITH MUNICIPAL CLERK
SAMPLE COPIES OF THIS FORM MAY BE OBTAINED FROM PRIVATE SOURCES OR FROM
NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS
DIVISION OF CODES AND STANDARDS
OFFICE OF LANDLORD-TENANT INFORMATION

SEND COMPLETED FORMS TO TENANTS AND MUNICIPAL CLERKS ONLY
THE OFFICE OF LANDLORD TENANT DOES NOT RETAIN COPIES

cc: Zoning Officer, Police Department, Office of Emergency Management, Tax Assessor and Construction Official

Notes:

At the time of filing a Certificate of Registration, the landlord shall provide each occupant or tenant in the premises with a copy of the Certificate of Registration.

After any change in the information required to be included, every landlord shall file an amended Certificate of Registration within twenty (20) days of the change.

Upon the filing of an amendment to a Certificate of Registration, the landlord shall provide each occupant or tenant in the premises with a copy of the amended Certificate of Registration within seven (7) days of filing.

The landlord registration requirement applies to all rental premises or units used for dwelling purposes except owner-occupied premises with not more than two rental units.

Filing with the Municipal Clerk – for one or two family non-owner occupied rental dwelling units.

Filing with the Bureau of Housing Inspection – dwellings with more than two rental units.