

REGISTRATION OF RENTAL PROPERTY TOWNSHIP OF HILLSBOROUGH 379 South Branch Road Hillsborough, NJ 08844

Received:	_/_/_

Tracking # ____

Address of Rental Property					
	Street:				
		Block	Lot		
Record Owner of the Building or Rental Business:	Owner is:	□ Partnership	Corporation	□ Individual Owner(s)	
If Record Owner is a Corporation, include names and addresses of	Name:				
registered agents and corporate officers. List on back of form if	Address:				
necessary.	Phone:	()	Email:		
Rental Agent/Representative: Required if owner is located outside of Somerset County	Name:				
	Address:				
□ There is no Rental Agent	Phone:	()	Email:		
Managing Agent: May be contacted at any time in the event of an emergency	Name:				
affecting the premises.	Address:				
□ There is no Managing Agent	Phone:	()	Email:		
Superintendent/other party providing regular maintenance:	Name:				
Employed by the record owner or managing agent to provide any necessary maintenance services.	Address:			·····	
There is no Superintendent	Phone:	()	Email:		
Mortgage Holder(s):	Name:				
□ There is no Mortgage Holder	Address:				
Is Fuel Oil used to heat building? □ Yes □ No If yes, and landlord furnishes heat,	Name:		Oil Grade:		
please provide fuel oil dealer information.	Address:				

This is a STATE requirement under N.J.S.A. 46:8-26 et.seq.

- 1. 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
- 2. Within thirty (30) days of transfer of ownership, or creation of new apartments, owner must file appropriate registration statements with:
 - A. The Municipal Clerk of the municipality or with such other municipal official as is designated by the Municipal Clerk, in which the residential property is situated for one of two family non-owner occupied rental dwelling
 - B. For dwellings with more than two rental units:
 - a.Landlord must go to the Bureau of Housing Inspection in the Department of Community Affairs.
 - b.Department of Community Affairs (DCA) sends copy of filed statement to Municipal Clerk for the public records of the municipality.

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.

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.

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.

EVICTION/POSSESSION OF PREMISES

- 1. In any action for possession instituted a landlord who has failed to comply with the provisions of this act, no judgment for possession shall be entered until there has been compliance.
- 2. The Court shall continue such case for up to ninety (90) days, and if there has not been compliance within such period, the action is dismissed.

CERTIFICATE ON FILE, AVAILABLE FOR PUBLIC INSPECTION

- 1. Upon filing of a Certificate of Registration with the Municipal Clerk, the Municipal Clerk shall index and file the certificate and make it reasonably available for public inspection.
- 2. Upon filing of a Certificate of Registration with the Bureau of Housing, the Bureau shall validate the Certificate and issue a validated copy to the landlord and a validated copy to the Municipal Clerk of the municipality in which the building is located.