



THE CITY OF NEW BRUNSWICK

Office of Rent Control

Department of planning, community
& Economic development

Civic Square • 25 Kirkpatrick Street • PO Box 269
New Brunswick, NJ 08903

www.cityofnewbrunswick.org

February 1, 2017

Dear Landlord / Owner:

The New Brunswick Rent Control Ordinance (5.80.040) requires that all landlords register their rental, vacant and non-owner occupied dwelling units on an annual basis by *April 1st of every year.*

The allowable base rent increase for the year 2017 is 2.5%.

For your convenience, we have enclosed the **2017 Rental Registration Form**, the 2017 Rent Control Plain Language Summary and information pertaining to required inspections by Fire Safety.

A completed Rental Registration Form must be submitted to the Rent Control Office on or before April 1, 2017.

If you are receiving this letter and no longer own this rental property, please call our office to inform us in order that we may update our information. According to our records, you are the last known owner of this property.

The following properties must register annually:

- **ALL** non-owner occupied units
 - If the unit is occupied by relatives who are not listed on the deed, the unit is deemed non-owner occupied and must be registered;
 - If the unit is vacant or pending sale, it must be registered;
 - If the property is undergoing renovations that do not require a new CO to be issued, it must be registered.
- **ANY** owner-occupied dwelling unit where the owner rents out space in the unit to a group of two or more tenants must register the unit
- **Any** commercial property that has residential units. **ONLY** the residential units are to be registered with our department.
- **ALL** tenant-based Section 8 must register and are rent controlled
- Project-based Section 8 housing **MUST** register but are *not rent controlled*.
- Owner Occupied with two (2) or more units (owner's unit is exempt). Such properties must register but are not rent controlled
 - Registration of Two-Family Owner-Occupied properties is **MANDATORY** and will be enforced. This type of dwelling is not rent controlled.

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privera@cityofnewbrunswick.org

Phone (732) 745-5050 • Fax (732) 565-7532

Please contact our office for any unit that is not your principle residence, but solely used by the owner only. You may be eligible for the “No Tenant in Occupancy Exemption.”

If you believe, you received this NOTICE/ FORM in error, as your property IS NOT a residential rental property please do the following:

Indicate as much on the form and return to this office so that we may update our database.

Or

Submit a copy of a valid driver’s license per the ordinance or other documentation showing your address to document proof of owner occupancy.

The annual rental registration fee is \$25.00 per unit for all rental units. *A late fee of \$5.00 per unit will be required for late registrations (Received after April 30th).*

**ALL CHECKS AND MONEY ORDERS SHOULD BE MADE OUT TO:
THE CITY OF NEW BRUNSWICK.**

- ***Please note that one (1) check or money order is preferred when registering multiple properties.***

Rental registrations must be submitted on the 2017 Rental Registration Forms (included) and ALL fields must be completed (please see the enclosed Rental Registration Instructional Guide to properly complete all fields of the registration form).

INCOMPLETE REGISTRATION FORMS WILL BE MARKED DENIED / RETURNED

Your cancelled check is your receipt. You may call to confirm that your registration was processed.

Please adhere to the registration date, as no further notices will follow. Penalties for failing to register is a disorderly person’s offense includes a minimum fine per offense and a mandatory court appearance.

Any questions or concerns regarding registration, please contact either Maria Cody or Patricia Rivera at 732-745-5050.

Sincerely,

Maria Cody, Administrator
**Office of Rent Control
City of New Brunswick**

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