



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

February 1, 2016

Dear Landlord / Owner:

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

The allowable base rent increase for the year 2016 is 2.6%.

For your convenience and as a courtesy, we have enclosed the 2016 Rental Registration Form, the 2016 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, 2016**. Rental registrations must be submitted on the 2016 Rental Registration Forms (included) and all fields must be completed. Please see the enclosed Rental Registration Instructional Guide to assist in completing all fields of the registration form.

Incomplete registration forms will be marked denied / returned

Which Units Must Register Annually?

- 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.
- 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
- Commercial property that has residential units: Register the residential units only.
- Tenant-based Section 8 must register and are rent controlled
- Project-based Section 8 housing must register but are not rent controlled.
- Owner-occupied properties with two (2) or more units
 - Register the non-owner-occupied unit(s) only;
 - Two-family, owner-occupied units must register annually, but the rental unit is not rent controlled.

Is a unit not your principle residence but used exclusively by you as the owner for your personal use, e.g., extra storage room? If so, you may be eligible for the 'No Tenant in Occupancy' Exemption. Please contact our office to determine if this exemption applies to your unit.

Did You Receive This Notice In Error?

If you believe, you received this notice in error, as your property is not owned by you, a residence or a residential rental property, please do one of the following:

1. No Longer The Owner of the Property:
 - Call our office to update your information so that you will not receive a ticket for failure to register or future notices.
2. Not A Residence:
 - Write on the form: "This Is Not A Residential Property" and return the form to us
3. Not A Residential Rental, i.e., it is owner-occupied:
 - Submit a copy of a valid driver's license or other valid documentation showing you are the occupant as well as the owner to document proof of owner occupancy.

Fees:

\$25 per unit

\$5 late fee will be added per unit for registrations received after April 30.

Checks and money orders are made out to: City of New Brunswick

- Note: One (1) check or money order is preferred when registering multiple properties.

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, which includes a minimum fine per offense and a mandatory court appearance.

**INCOMPLETE REGISTRATION FORMS AND MISSING PAYMENTS WILL RESULT IN
RETURNED FORMS AND UNREGISTERD PROPERTIES.**

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