

INSTRUCTIONAL GUIDE FOR CITY OF NEW BRUNSWICK'S RENTAL REGISTRATION FORM

PAGE 1- For Rental Registration Form- 2016

- ❖ **Property Address:** Must indicate the number and street name. One rental property address per registration form.
- ❖ **Number of Units:** Indicate the number of rental units at THIS rental property.
- ❖ **IF this property is a 2 family owner occupied dwelling, check box.** Number of units is 2. *Check the 2-family owner occupied box ONLY if it is a 2-family and you reside there.*
- ❖ **Fee:** \$25.00 per unit (i.e. 3 rental units (residential only) x \$25.00 = \$75.00 fee. If late (after April 30th), add \$5.00 per unit (registration fee \$75.00 + \$15.00 late fee = \$90.00 total registration fee).
- ❖ **UPDATE ONLY:** Check if only an update is. No fee required.
- ❖ **OWNER INFORMATION:** Indicate the owner's name and mailing address (where you want your forms to be mailed to). MUST indicate a physical address (where you reside) if you are using a post office box for your mailing address. If there is more than one owner, indicate percentage of ownership in the "Share" box for each owner listed on record. *If any owner is a Limited Liability Company (LLC), the landlord shall provide the names and addresses of the LLC's managing member, or if none, a natural person who is in charge of the LLC's operations. **THIS IS MANDATORY!!***
- ❖ **EMERGENCY CONTACT:** List an alternate name of the owner/landlord as an emergency contact should you not be available.
- ❖ **MIDDLESEX COUNTY REPRESENTATIVE:** If the address of any record owner is **NOT** located in Middlesex county the name and address of a person who resides in Middlesex County and who is authorized to accept notices from a tenant and to issue receipts therefore and to accept service of process on behalf of the record owner. (Should it be needed) *This is a mandatory field, a part of the Landlord Registration Statement required by the State of New Jersey.*
- ❖ **NO-TENANT EXEMPTION APPROVED:** provide the year you filed for the exemption and state when it will expire.
- ❖ **AGENT OR SUPERINTENDENT'S NAME:**
A: The name and address of an agent of the premises, if any.
B: The name, address, and telephone number including the rental unit number of the superintendent, janitor, custodian or other individual employed by the owner or agent to provide regular maintenance service, if any.
- ❖ **OIL FUEL PROVIDER:** If fuel oil is used to heat the building and the landlord furnishes the heat in the building, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used.
- ❖ **Landlord/owner must sign and date the registration form on both front and back.** Therefore certifying that the information provided is true and accurate.

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**All registration forms and registration fee will be returned IF not filled out completely and as stated in this guide. Late fees may apply IF returned; failure to return registration form can result in summonses being issued.*

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Provide property address:

UNIT INFORMATION:

FOR 2-FAMILY OWNER OCCUPIED DWELLINGS, INDICATE THE OWNER OCCUPIED UNIT AND FOR THE RENTAL/NON OWNER OCCUPIED UNIT, INDICATE THE TOTAL # OF ROOMS, THE # OF BEDROOMS AND THE # OF OCCUPANTS. NO OTHER INFORMATION IS NEEDED FOR THE RENTAL UNIT.

- ❖ Provide the number of rental units at this property and unit designation #
- ❖ Provide square footage of each unit
- ❖ Provide total number of rooms in each unit. Total number does not include the bathroom.
- ❖ Provide total number of sleeping rooms in each unit.
- ❖ Provide the total number of occupants in each unit.
- ❖ Provide the current monthly rent collected at the time of registration.
- ❖ Provide the **current lease START date**. If it is a month-to-month tenancy, provide the date of the most recent rent increase or move in date; as landlord is allowed to annually increase his/her rent according to the consumer price index. This date provides the information as to when the increase would be in effect. **N/A or NONE is not acceptable.**
- ❖ A landlord is only allowed to increase the rent for a UNIT once every twelve (12) months. The increase cannot be more than the allowable annual increase set by the City of New Brunswick unless a vacancy decontrol application has been submitted and approved.
 - A landlord with a unit renting as a month-to-month tenancy can only increase the rent once in a twelve month period and cannot increase the rent if a new tenant moves in during the intervening 12 months.
- ❖ State whether the landlord is responsible for supplying heat, gas, electric, water or sewer. **Check only those that the landlord provides.**
- ❖ Provide the previous lease years rent (i.e. when registering by April 2016, indicating a lease date of 6/01/15, the previous year's rent would be the lease date of 6/01/14. If your lease date is 1/1/15, the previous year's rent indicated would be for the lease of 1/1/14).
- ❖ State if the property is Vacant.
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