

EFFECTIVE JUNE 20, 2016 ALL SINGLE AND TWO FAMILY DWELLINGS MUST BE REGISTERED WITH THE CODE ENFORCEMENT OFFICE.

APPLICATIONS AND FEES (\$100.00/ANNUALLY) AS REQUIRED BY CHAPTER 245 'LANDLORD REGISTRATION AND RESPONSIBILITY' MUST BE COMPLETE WITH ALL REQUIRED PAPERWORK FROM THE CHECKLIST

APPLICATIONS THAT ARE INCOMPLETE WILL NOT BE ACCEPTED.

CHECKLIST

Floor Plan _____ (Can be neatly hand drawn – must include room dimensions)

Copy of Deed _____

Copy of Lease _____

Copy of LLC/Corp. Certificate _____ (from NJ Dept. of Treasury)

PLEASE ALLOW UP TO 7 DAYS FOR PROCESSING OF YOUR RENTAL REGISTRATION/LICENSING/RECEIPT. PAPERWORK WILL BE MAILED TO OWNER OF RECORD OR WHEN APPLICABLE THE PROPERTY MANAGER.