

LANDLORD REGISTRATION RENEWAL APPLICATION ONLY

Landlord registration is required on all rental premises or units used for one-dwelling unit rental or a two-dwelling unit non-owner occupied premises the Landlord Registration Act (N.J.S.A. 46: 8-26 et seq). Within 20 days, the owner must file the appropriate registration statement with the Jackson Township Code Enforcement Office. The filing of this notice to the Code Enforcement office does not acknowledge rental of such property as legal use.

Must be filed with a fee of \$125.00 with the Jackson Township Code Enforcement Office, 95 W. Veterans Hwy., Jackson, NJ 08527 (mail address) / Physical Office location: 65 Don Connor Blvd.

1. Address of rented premises: _____
Block _____ **Lot** _____

2. Name, address, phone number of the record owner of premises:

Name: _____

Address: _____

Phone: _____

Email address: _____

3. Name, address and phone number of an individual representative of the record owner who may be reached or contacted at any time in the event of an emergency affecting the premises and who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection therewith and shall, at all times, have access to a current list of building tenants that shall be made available to emergency personnel as required in the event of an emergency.

Name: _____

Address: _____

Phone: _____

4. Name, age phone number and/or email address of EACH adult occupant on the premises. MUST BE COMPLETED

I Certify that the foregoing information provided by me is true & correct. I am aware that if any of the foregoing information is willfully false, I may be subject to punishment.

Name of Record Owner (Please Print)

Signature of Record Owner

Pursuant to the terms of NJSA 46:8-26 et seq. at the time of filing for an Annual Rental Certificate of Registration, the landlord shall provide each occupant or tenant in the premises with a copy of the Annual Rental Certificate of Registration. A copy of this information is also on file with the Jackson Township Code Enforcement Office.

LANDLORD REGISTRATION RENEWAL FORM ONLY

Please read below before filling out renewal form

- 1. This form is for Landlord Registration renewals only**
- 2. Please be sure that all information is exactly the same as the previous year i.e tenant information, owner information. If there is anything different, the renewal will not be processed**
- 3. If the information given on the renewal form is found to be incorrect, possible violations will follow**
- 4. We do not require any paperwork if all of the information is the same – just the renewal application and the payment of \$125**
- 5. If you have any changes, please contact the office for instruction on how to proceed updating your information**
 - a. New tenant will require a CCO inspection, with new lease**
 - b. New owner will require all new paperwork reflecting name change**
- 6. This form can be submitted online, mailed or brought into the Code Enforcement office**

Please contact the Code Enforcement office if you have any questions

732.928.1200 x 1293/1295