

**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.**