



Township of Jackson

RENT LEVELING BOARD
95 W. VETERANS HIGHWAY
JACKSON, NEW JERSEY 08527

**APPLICATION FOR OWNER/MANAGEMENT FOR APARTMENTS
PURSUANT TO CHAPTER 334 SECTIONS:
§ 334-9, § 334-10, § 334-12, § 334-13, § 334-14, § 334-18**

Any landlord seeking an increase or decrease in rent shall serve notice upon the tenants and the Rent Leveling Board at least 60 days prior to the effective date of the increase of the calculations involved in computing the increase by advising them of the percentage increase in the consumer price index, the allowable rental increase, the amount of base rent before and after the proposed increase and the effective date of the proposed increase.

1. Make sure to complete the checklist included in this application.
2. Include all documentation, letters to tenants, and excel worksheet.
3. Present copy of the application to the Clerk of the Township of Jackson.
4. Then e-mail a digital copy of the application, an example of the letter sent to tenants, and the excel worksheet to the board accountant:

Carmen J. Memoli, CPA
222 Oak Avenue, Suite 5
Toms River, NJ 08753
Office: 732-240-3366
FAX: (732) 240-5305
e-mail: cjm@memolicpa.com

NAME OF APPLICANT: _____

ADDRESS OF APPLICANT: _____

TELEPHONE NUMBER: _____ CELL PHONE NUMBER: _____

EMAIL ADDRESS: _____

APPLICANTS REPRESENTATIVE: _____

REPRESENTATIVE'S ADDRESS: _____

REPRESENTATIVE'S TELEPHONE NUMBER: _____

REPRESENTATIVE'S EMAIL ADDRESS: _____

NAME OF COMPLEX: _____

**CHECKLIST OF REQUIRED DOCUMENTATION AND INFORMATION FOR
OWNER/MANAGEMENT FOR AN APARTMENT COMPLEX**

- _____ 1. APPLICATION AND PROPOSED DATE OF INCREASE OR DECREASE.
- _____ 2. CERTIFICATE OF COMPLIANCE.
- _____ 3. MAKE SURE TO HAVE YOUR MEETING DATE SCHEDULED.
- _____ 4. INCLUDE COPY OF RENTAL INCREASE LETTERS.
- _____ 5. PROOF OF PROPERTY TAX FOR CURRENT, AND PREVIOUS YEAR IF GOING FOR PROPERTY TAX INCREASE PASS THROUGH.
- _____ 6. COPY OF LICENSE TO OPERATE.
- _____ 7. INCLUDE LIST OF ALL NEW LEASES ENTERED INTO IN THE PREVIOUS YEAR.
- _____ 8. COPY OF ALL NEW CONTINUED CERTIFICATE OF OCCUPANCIES ISSUED THE PREVIOUS YEAR.
- _____ 9. PROOF OF SERVICE OF PROPOSED INCREASE TO TENANTS.
- _____ 10. INCLUDE PROOF OF SERVICE OF MEETING DATE TO TENANTS.

THIS IS AN APPLICATION FOR THE FOLLOWING:

- _____ ANNUAL RENT INCREASE/DECREASE UNDER CHAPTER 334 SECTION § 334-10.
- _____ HARDSHIP INCREASE UNDER CHAPTER 334 SECTION § 334-12.
- _____ TAX SURCHARGE APPROVAL UNDER CHAPTER 334 SECTION § 334-13.
- _____ RENTAL INCREASE FOR MAJOR CAPITAL IMPROVEMENT UNDER CHAPTER 334 SECTION § 334-14.
- _____ DECREASE DUE TO TAX APPEAL UNDER CHAPTER 334 SECTION § 334-18.

ANNEXED HERETO IS A TRUE COPY OF ANY NOTICES REQUIRED UNDER CHAPTER 334 OF THE JACKSON TOWNSHIP CODE.

ANNEXED HERETO ARE ANY STATEMENTS, OR OTHER DOCUMENTS, REQUIRED UNDER RULES, REGULATIONS, AND PROCEDURES OF THE RENT LEVELING BOARD.

THE FOLLOWING QUESTIONS MUST ALSO BE ANSWERED BY ANY APARTMENT OWNER OR REPRESENTATIVES OF ANY SUCH OWNER/APPLICANT:

1. WAS THE PROPERTY WHICH THE SUBJECT OF THIS APPLICATION VACANT LAND PRIOR TO THE DATE OF THIS APPLICATION? YES_____ NO_____
 - a. IF YOU ANSWERED YES, ATTACH A COPY OF THE TAX BILL AS TO SUCH VACANT PROPERTY.
2. FOR EACH APARTMENT SET FORTH THE IMMEDIATE PAST YEAR’S APPROVED BASE RENT SET BY THE BOARD.
 - a. ATTACH A COPY OF THE BOARDS RESOLUTION.
3. ALL LEASE AGREEMENTS ENTERED INTO DURING THE 12 MONTHS PRECEDING THIS APPLICATION.
4. ATTACH COPIES OF ALL DISCLOSURE STATEMENTS UNDER CHAPTER 334 SECTION § 334-15.
5. IF APPLICANT IS A CORPORATION, STATE NAME AND ADDRESS OF REGISTERED AGENT:

ANNEXED HERETO A LISTING OF TENANTS TO BE AFFECTED BY THIS APPLICATION. IF ALL TENANTS ARE TO BE AFFECTED, PLEASE LIST THE TENANT NOT TO BE INCLUDED, AND THE REASON FOR THE EXCLUSION.

THE PROPOSED EFFECTIVE DATE OF THE INCREASE/DECREASE IS: _____

DOES APPLICANT UNDERSTAND AND AGREE THAT BY SIGNING THE APPLICATION THAT HE/SHE HEREBY AGREES TO CONFORM TO THE ORDINANCES, RULES, AND REGULATIONS OF THIS BOARD, WITH REGARD TO RENT CONTROL: YES_____ NO_____

THE UNDERSIGNED APPLICANT CERTIFIES THAT A COPY OF THIS APPLICATION, ALONG WITH ANY AND ALL ATTACHMENTS, HAS BEEN FORWARDED TO THE LANDLORD/OWNER AS SPECIFIED IN THE ADMINISTRATIVE CODE OF THE TOWNSHIP OF JACKSON CHAPTER 334 ENTITLED, “RENT CONTROL FOR APARTMENTS AND MOBILE HOME PARKS.”

DATE

APPLICANT’S SIGNATURE