



CITY OF JERSEY CITY

OFFICE OF THE CITY CLERK

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STEVEN M. FULOP, MAYOR

SEAN J. GALLAGHER, R.M.C., CITY CLERK
John J. Hallanan, III, Deputy City Clerk

THE NEW JERSEY LANDLORD REGISTRATION ACT **INSTRUCTIONS**

In accordance with N.J.S.A. 46:8-28, **every** landlord of a residential dwelling, except an owner-occupied dwelling, must file a Landlord Registration Form.

A landlord who owns a dwelling with **less than three (3) rental units**, except an owner-occupied dwelling, must complete the attached Landlord Registration Form and file it with the City Clerk.

A landlord who owns a dwelling with **more than two (2) rental units**, except an owner-occupied dwelling, must complete the attached Landlord Registration Form and file it with the New Jersey Department of Community Affairs - Bureau of Housing Inspection. Completed Landlord Registration Forms must be mailed to the following address:

**New Jersey Department of Community Affairs
Bureau of Housing Inspection
P.O. Box 810
Trenton, New Jersey 08625-0810**

The New Jersey Department of Community Affairs - Bureau of Housing Inspection can be reached at (609)-633-6225.

The Department of Community Affairs will forward a filed copy of the Landlord Registration Form to the City Clerk.

In accordance with N.J.S.A. 46:8-28-29, landlords are also required to provide each tenant with a filed copy of the Landlord Registration Form. The landlord should have the tenant sign and date a copy of the Form "received" when the tenant moves in and the landlord should include a copy of the Landlord Registration Form signed and dated by the tenant with the tenant's permanent file.

LANDLORD REGISTRATION FORM

THE LANDLORD REGISTRATION ACT

By law, every landlord of a dwelling, except owner-occupied premises with not more than two rental units, must file with the clerk of the municipality in which the residential property is situated, or with the Bureau of Housing Inspection in the Department of Community Affairs, a certificate of registration. The certificate must contain the following information:

Street Address:	Block:	Lot:
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The name and address of the record owners. If such owners are a partnership, the name of all general partners. If such owners are a corporation, the name and address of the registered agent and corporate officers:

Name:	Phone:
Address:	

If the address of any record owner is not located in the county in which the premises is located, the name and address of a person who resides in the county in which the premises are located and is authorized to accept notices from a tenant and to issue receipt therefore and to accept service of process on behalf of the record owner:

The name and address of the managing agent of the premises:

Name:	Phone:
Address:	

The name and addresses, including the dwelling unit, apartment or room number of the superintendent, janitor, custodian or other individual employed by the record owner to provide regular maintenance service:

Name:	Phone:
Address:	

The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency:

Name:	Phone:
Address:	

The name and address of every holder of a recorded mortgage on the premises:

Name:	Address:
Name:	Address:
Name:	Address:

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.

Name:	Address:
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Signature of Owner: _____

Received by: _____