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Mayor

CITY OF JERSEY CITY

Department of Housing, Economic Development and Commerce
Division of Housing Preservation | Office of Landlord/Tenant Relations

Procedure for Filing a Petition Claiming Illegal Rent or Illegal Rent Increase

A tenant claiming that the rent being charged is illegal may file a petition with the Office of Landlord/Tenant Relations - Bureau of Rent Leveling (the Bureau).

Tenant Must:

1. Complete the Petition form.
2. Attach the lease and all supporting documents.
3. Provide the landlord with a copy of the Petition and documents.
4. Complete the Proof of Service that confirms that the landlord has been given a copy of the petition and documents.
5. File with the Bureau: the Petition, documents, and the completed Proof of Service.

The Bureau:

1. Notifies the landlord and provides time for the landlord to respond.
2. Any response filed by the landlord must be provided to the tenant.
3. The Bureau issues a decision.

After the Bureau decision:

1. Within 15 days of the decision, either the landlord or the tenant may appeal the decision to the Rent Leveling Board.
 - a. If no appeal is filed, the decision stands and the case is closed.
2. If either the landlord or the tenant appeal the decision, the Rent Leveling Board will hear the case at a regularly scheduled monthly meeting.
3. The Rent Leveling Board will render a decision that agrees, disagrees, or modifies the Bureau decision.
4. Either the landlord or the tenant may appeal the Rent Leveling Board decision to the Superior Court of New Jersey.
 - a. If no appeal is filed, the decision stands and the case is closed.