



STEVEN M. FULOP  
MAYOR

# CITY OF JERSEY CITY

Department of Housing, Economic Development and Commerce

Division of Housing Preservation  
Office of Landlord /Tenant Relations

## *Application for Vacancy Capital Improvement Rent Increase Pursuant to Jersey City Municipal Code §260-3C*

*A completed Application and all required documents must be submitted in order for the Application to be processed. (See attached Check List)  
Any rent increase charged is subject to modification upon review of this Application and the documentation provided by the landlord proving the cost of the capital improvement and the calculation of the rent increase.*

LANDLORD VACANCY CAPITAL IMPROVEMENT

LANDLORD'S NAME AND ADDRESS:

Date: \_\_\_\_\_ 20 \_\_\_\_\_

Name: \_\_\_\_\_

Claim # V: \_\_\_\_\_ 20 \_\_\_\_\_

Address: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Apartment Square Footage: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Building Address: \_\_\_\_\_

Apt: \_\_\_\_\_ Jersey City, NJ

The apartment was vacant from \_\_\_\_\_ to \_\_\_\_\_, during that time I did capital improvement work in the amount of \$ \_\_\_\_\_ which involved:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Pursuant to §260-3 of the Jersey City Municipal Code, I submit that the vacancy capital improvement warrants a rent increase of \$ \_\_\_\_\_ and increase the rent for the apartment from \$ \_\_\_\_\_ to \$ \_\_\_\_\_.

Owner's Signature/Print Below:

\_\_\_\_\_ Date: \_\_\_\_\_

Itemize the cost\* for improvement of these services:

For cost over  
\$5,000.00  
\$1.55 per \$100.00  
Amount of Increase

For cost up to  
\$5,000.00  
\$1.35 per \$100.00  
Amount of Increase

<u>Plumbing, Heating:</u>	\$	
<u>Structural:</u>	\$	
<u>Fire prevention:</u>	\$	
<u>Electrical:</u>	\$	
<u>Others:</u>	\$	
<u>Total</u>	\$	

\$	
\$	
\$	
\$	
\$	
\$	

\* Cost refers to the total cost of all capital improvements completed in the unit during the vacancy period

V 

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DATE	VENDOR	ITEM	COST

**Owner's Signature/Print Below:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**AFFIDAVIT IN SUPPORT OF APPLICATION**

**STATE OF NEW JERSEY**

**SS:**

**COUNTY OF HUDSON**

Having submitted this application and the required documentation, I hereby swear/affirm that to the best of my knowledge, all the information and attachments supplied are accurate and further that there is no attempt on my part to conceal any evidence that may have a bearing on this application.

I further swear/affirm that I am the owner or the legitimate representative of the owner and that I have been duly appointed to represent the owner in the processing of this Application for a Vacancy Capital Improvement Rent Increase.

I hereby swear/affirm that all the statements made by me and the documents provided are true.

**Owner's Signature/Print Below:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**SWORN TO AND SUBSCRIBED BEFORE ME**

**On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_**

**Personally appeared \_\_\_\_\_ who has satisfactorily identified himself/herself as the signer of the above document.**

\_\_\_\_\_  
**Notary Public Print Name and Commission Expiration Date**

## Check List for Vacancy Capital Improvement

- 1-Vacancy Dates and Proof of Vacancy.
- 2- Description of work that was done during the vacancy (include pictures, before and after).
- 3- Proof that work was done - contracts, invoices for all materials and contractors, (itemized cost must be provided in proposals/contracts), proof of all payments (credit card receipts, cancelled checks) certificate of continued occupancy.
- 4- Copies of applicable permits, and compliance with applicable official codes.
- 5- Proof of compliance with §260-3J which requires that the landlord provide each tenant with a copy of the Truth-in-Renting Statement and the landlord identity disclosure.
- 6- Proof of Compliance with §260-3C(2) – filing the annual Landlord Registration Statement pursuant to §260-2F.
- 7- Payment of \$ 125.00 fee to City of Jersey City Treasurer.\*
- 8- Completed Application signed and affirmed/sworn to by the landlord.

The rent increase is calculated pursuant to §260-3C (1)(a) and (b) - \$1.35/\$100 for up to \$5,000 of capital improvements and \$1.55/\$100 on improvements in excess of \$5,000. For example:

A vacancy capital improvement of \$ 10,000 would be calculated as follows:

The first \$5,000 x 1.35 = \$6,750 ÷ \$100 = \$67.50

The balance over \$5,000 = \$5,000 x 1.55 = \$7,750 ÷ \$100 = \$77.50

The resulting rent increase is \$67.50 + \$77.50 = \$145 per month

### **\*PAYMENT**

Payment by e-check or credit card is available at -

<https://www.paylocalgov.com/Payment/SelectEntity/938>

Payment by check will delay the processing of this Application as no processing will proceed until the check clears the Jersey City account. An individual paying by personal check must include a copy of his/her valid government issued ID. Payment by check or money order by a corporate entity, must be accompanied by in-state registered agent information. This additional form must be completed and the required documentation

attached. <https://www.cognitofrms.com/CityOfJerseyCity1/CheckAcceptanceForm>