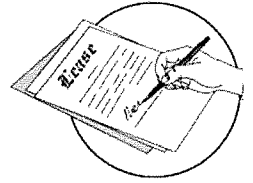


**New Jersey Department of Community Affairs
Division of Codes and Standards
Landlord-Tenant Information Service**



**REGULATIONS FOR THE LANDLORD IDENTITY
REGISTRATION FORM**

N.J.A.C. 5:29-1.1

Printed February 2008

5:29-1.1 Applicability

- (a) Pursuant to N.J.S.A. 46:8-28 and 46:8-29, the form prescribed by this subchapter is required to be given by landlords to tenants in single unit dwellings and in two – unit dwellings that are not owner-occupied and to be filed in the office of the clerk of the municipality in which any such single unit dwelling or two-unit dwelling is situated.
- (b) Tenants in multiple dwellings are required to be given a copy of the certificate of registration filed with the Bureau of Housing Inspection in accordance with N.J.S.A. 55:13A-12, N.J.S.A. 46:8-28 and N.J.A.C. 5:10-1.11. **(Contact the Bureau of Housing Inspection, P.O. Box 810, Trenton, New Jersey 08625 (609) 633-6240 for registration applications for buildings with three or more dwelling units)**

THE ATTACHED FORM IS TO BE FILED WITH THE MUNICIPAL CLERK AND DISTRIBUTED TO TENANTS IN SINGLE UNIT DWELLINGS AND IN TWO UNIT DWELLINGS THAT ARE NOT OWNER-OCCUPIED. **(DO NOT SEND THIS STATEMENT TO LANDLORD-TENANT INFORMATION SERVICE)**

Similar forms may be obtained from private sources. You may obtain a copy of the form by faxing your request to (609) 984-7954 or by writing to:

New Jersey Department of Community Affairs
Division of Codes and Standards
Bureau of Homeowner Protection
Landlord-Tenant Information Service
P.O. Box 805
Trenton, New Jersey 08625-0805

Borough of Hamburg

Attn: Borough Clerk

16 Wallkill Ave

Hamburg, NJ 07419

Landlord Identity Statement

One and Two Unit Dwelling Registration Form

Building Address _____

PURSUANT TO N.J.S.A. 46:8-27 thru 37

Within 30 days of transfer of ownership or creation of a new apartment, the certificate of registration form is to be filed with the municipal clerk and distributed to tenants by owners of non-owner occupied one and two unit dwellings. The registration form shall be completely filled out.

1. The names and addresses of all record owners of the building or of the rental business (including all general partners in the case of a partnership) are as follows:

2. If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are:

Record owner is not a corporation (Place an X).

3. If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner(s):

4. The names and addresses of all record owners in the county in which the dwelling is located:

5. The name and address of the managing agent is:

There is NO managing agent.

6. The names and addresses (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other persons employed to provide regular maintenance service are as follows:

There is no superintendent, janitor, custodian or other persons employed to provide regular maintenance service.

7. The name, address and telephone number of an individual representative or the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

8. The names and addresses of all holders of recorded mortgages on the property are as follows:

There is no recorded mortgage on the property.

9. If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

Dealer Name: _____ Oil Grade: _____

Dealer Address: _____

The building is not heated by fuel oil. The building is heated by fuel oil, but the landlord does not supply heat.

Date

Landlord or Authorized Representative