



Borough of Hamburg

16 Wallkill Avenue
Hamburg, New Jersey 07419

Doreen Schott, Borough Clerk/Registrar
Telephone: (973) 827-9230 x 4010
Fax: (973) 827-0466
Clerk@hamburgnj.org
www.hamburgnj.org

Dear Business or Rental Unit Owner:

The Borough of Hamburg has enacted two new requirements; for the registering and insuring of businesses and rental unit(s), and for lead-based paint testing in residential units within the Borough of Hamburg. These requirements have been mandated by State laws passed by the New Jersey Legislature and are mandatory for all municipalities in the State of New Jersey.

Ordinance 08-2022 required by the State is for lead paint testing in all rental units, whether it is a single family residence or multi family housing, built before 1978. All residential rental dwelling units required to be inspected under State law must initially be inspected for lead-based paint upon tenant turnover, but the first inspection must take place no later than July 22, 2024 in the event there has been no tenant turnover before that date. After the initial test inspection, all units required to be inspected shall be inspected for lead-based paint hazards every three years, or upon tenant turnover, whichever is earlier.

Ordinance 05-2023 also required by the State requires all businesses and residential rental unit owners to register the business and/or each rental unit, to maintain liability insurance on that business and/or rental unit and to submit proof to the Borough of the required insurance every year. The initial copy of the certificate of insurance shall be filed with the Borough Clerk no later than June 30, 2023. A new copy of the certificate of insurance must then be filled on or before January 15 of each and every year following or within 30 days of establishment of a business or rental unit within the Borough of Hamburg. The filing fee to be paid to the Borough of Hamburg for each certificate of insurance shall be the sum of \$50.

The required registration form is enclosed to be returned with the certificates of insurance, lead test results and any required fees. Complete copies of both ordinances may be found on our website at <https://www.hamburgnj.org/local-ordinances/>.



Borough of Hamburg

16 Wallkill Avenue, Hamburg, NJ 07419

BUSINESS AND RENTAL INSURANCE REGISTRATION

Please Print or Type

Address of Premises: _____

☐ Business Name of Business if applicable: _____

☐ Residential Rental Unit(s) Number of Dwelling Units: _____

Name & address of Record **Owner or Corporate Officer(s)**: _____

Name & address of **Registered Agent** (if Owner is a Corporation): _____

Name & address of **Managing Agent or Rental Agent**, if any: _____

Name & address (including apartment number) of **superintendent, janitor, custodian, or other individual**
employed to provide regular maintenance service, if any: _____

Name, address, and telephone number of **all** authorized individual(s) to call upon in emergencies:

Does Landlord furnish the heat in the building? ☐ Yes ☐ No

For Office Use Only:

Proof of Insurance Submitted ☐ Yes ☐ No

Lead-Based Paint Certification ☐ Yes ☐ No Expiration: _____

Payment Received: Amount: _____ ☐ Check # _____ ☐ Cash