



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

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 <u>landlords to tenants</u> 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) 609-292-2839 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

LANDLORD IDENTITY REGISTRATION STATEMENT ONE AND TWO-UNIT DWELLING REGISTRATION FORM

The form of the certificate of Registration to be filed with the municipal clerk and distributed to tenants by owners or non-owner occupied one and two unit dwellings shall be substantially as follows:

(1) Property Address:		
2) The names and addresses of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:		
3) If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:		
Record owner is not a corporation.		
4) 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) is as follows:		
☐ The addresses of all record owners in the county in which the dwelling is located:		
5) The name and address of the managing agent is as follows:		
☐ There is no managing agent.		
6) The name and address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:		
☐ There is no superintendent, janitor, custodian or other person employed to provide regular maintenance service.		

or managing agent v emergency affecting t failure of any essent	who may be reached or contacted at any time in the event of an the dwelling or any dwelling unit, including such emergencies as the tial service or system, and who has authority to make emergency the building, including the making of repairs and expenditures, is as
(8) The names and address	ses of all holders of recorded mortgages on the property are as follows:
☐ There is no recorded m	ortgage on the property.
	heat the building and the landlord furnishes the heat, the name and ler servicing the building and the grade of fuel oil used are as follows:
☐ The building is not hea☐ The building is heated ☐	ted by fuel oil by fuel oil, but the landlord does not furnish heat.
Date	Landlord or Authorized Representative

SEND COMPLETED FORMS TO TENANTS AND MUNICIPAL CLERKS ONLY