

FEE: \$225.00 per unit

Borough of Englishtown
15 Main Street
Englishtown NJ 07726
www.englishtownnj.com

Do not combine this fee with other borough fees.
Please pay with separate check or cash.

Application for Landlord Rental Property Registration

- Required Per Ordinance 400-3 for registration of a building used for rental.
- INCOMPLETE, ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED.
- **PLEASE PRINT THIS FORM IS REQUIRED TO BE COMPLETED ONCE A YEAR**

Application Date: _____

PROPERTY INFORMATION

Block: _____ Lot: _____ Property Address: _____
Total number of rental units on property: _____ No. Of bedrooms: _____
Have there been any summons against this property in the past year? (circle) Yes No

OWNERS INFORMATION

Name: _____
Address: _____
Phone: _____ Email: _____

EMERGENCY CONTACT

Must be a Resident of Monmouth County, who can receive Notices from Tenants & Borough

Name: _____
Address: _____
Phone: _____ Email: _____

MANAGING AGENT INFORMATION

Name: _____
Address: _____
Phone: _____ Email: _____

HEATING

Is Fuel Oil used for heating? Yes No Grade of Fuel: _____

If Yes – Name of Fuel Oil Provider: _____
Address: _____
Phone Number: _____ Location of tank: _____

Landlord Rental Property Registration Application

MORTGAGE HOLDER INFORMATION

Name: _____

Address: _____

Contact Person: _____ Phone Number: _____

FLOOR PLAN

Has a Floor Plan been submitted to and approved by the Borough of Englishtown
Code Enforcement Officer? (circle) Yes No

TENANT INFORMATION FOR EACH UNIT

Unit: _____ (If more than one unit please provide the Tenant Information on a copy of this form, to be attached.)

NAMES:

AGE:

GENDER:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

I certify that the above information is true and that all rental units have an active certificate of occupancy.

Owner: _____

Date: _____

****FOR OFFICE USE ONLY****

Registration Fee Amount: \$ _____

Registration No. _____

Cash _____ Check No. _____

Registration Year: _____

Copy Provided to Code Enforcement Officer: _____

State No. _____

Page 3 Provided to Clerk: _____

Date: _____

LANDLORD REGISTRATION CERTIFICATE

Pursuant to N.J.S.A. 46:8-26 et seq.

Borough of Englishtown County of Monmouth, State of New Jersey

Pursuant to the New Jersey Landlord Act, N.J.S.A. 46:8-26 et seq., I hereby file the following "Registration Statement of Landlord" with your office for the property located at _____, in the Borough of Englishtown, County of Monmouth.

1. Name and address of property owner:

2. Name and address of owner of rental business:

3. If the owner is a corporation:

a. Name and address of registered agent of the corporation:

b. Name and address of officers of corporation:

4. Name of Person located in the county in which the property is located who is authorized by the owners of the property to accept and sign a receipt for notices from tenants and to issue receipt therefore and to accept process of such:

5. Name, address, and phone of managing agent (if any):

6. Name and address (including apartment number) of maintenance employee (if any):

7. Name, address, phone, and email of an individual representative of the owner or managing agent who may be contacted in the event of an emergency having the authority to make emergency decisions, who will be available 24 hours per day:

8. Name and address of all holders of recorded mortgages:

9. Name and address of fuel oil dealer servicing and the fuel oil grade, if applicable:

LANDLORD'S SIGNATURE

MUNICIPAL CLERK'S SIGNATURE

LANDLORD'S NAME PRINTED

MUNICIPAL CLERK'S NAME PRINTED

DATE

DATE