

YEAR - 2026

RENT ROLL AND REGISTRATION STATEMENT

DUE SEPTEMBER 1, 2026

Dear Property Owner and/or Managing Agent:

Pursuant to §218-14, Filing and Updating of List of Rents, of Chapter 218, Rent Control and Conversions, of the Code of the City of East Orange, all owners of residential rental properties subject to rent regulation are required to file an Annual Itemized Rent Roll/Registration Statement with the Rent Control Division on or before **September 1, 2026**.

Please be advised that the filing and acceptance of a complete Annual Rent Roll/Registration Statement is a prerequisite to the collection of annual general rent increases otherwise permitted under Chapter 218.



All applications must be completed in their entirety, legible, accurate, and accompanied by all required supporting documentation and fees. Applications that are incomplete, inaccurate, illegible, or submitted without the required fee will be returned and deemed unfilled.

IMPORTANT: Applications returned for correction and resubmitted after September 1, 2026, shall be subject to the applicable late filing fees.

REQUIRED FILING INFORMATION

The Annual Rent Roll shall include:

- 1 A complete list of all dwelling units within the property;
- 2 The current lawful rent charged for each unit;
- 3 The date of the last rent increase;
- 4 Tenant occupancy information;
- 5 A sworn affidavit certifying the accuracy of the information submitted; and
- 6 A spreadsheet demonstrating how each rent was calculated in compliance with Chapter 218.

Additionally, owners are required to notify the Rent Control Division within thirty (30) days of any rent change affecting a dwelling unit.

The information contained within the Annual Rent Roll shall be considered a public record pursuant to the New Jersey Open Public Records Act, N.J.S.A. 47:1A-1 et seq.



IMPORTANT NOTICE REGARDING RENT INCREASES

Property owners who fail to timely file Annual Rent Rolls shall be prohibited from collecting annual general rent increases otherwise authorized under Chapter 218 until compliance has been achieved.

September 1, 2026 filing requirement applies to rental increase applications for September 1, 2026 through August 31, 2027.



VIOLATIONS AND PENALTIES

Failure to timely file the required Annual Rent Roll may result in:

1. The denial of annual rent increase eligibility;
2. Assessment of late filing fees;
3. Administrative enforcement proceedings;
4. Issuance of a complaint-summons; and/or
5. Additional penalties authorized pursuant to Chapter 218.



FORMS AND ADDITIONAL INFORMATION

All Rent Control forms, applications, notices, and instructions are available on the City of East Orange website.

www.eastorange-nj.gov

FILING FEES

The annual filing fee and any applicable late fees are assessed on a per-building basis and not per dwelling unit.

ANNUAL REGISTRATION FEE

Annual Rent Roll Registration Fee: \$100.00

LATE FILING FEES

The following late fees shall be assessed in addition to the \$100.00 Annual Registration Fee:

FILING DATE	LATE FEE
September 2 – September 30, 2026	\$300.00
October 1 – October 31, 2026	\$500.00
November 1 – November 30, 2026	\$750.00
December 1 – December 31, 2026	\$1,000.00

EXAMPLE:

Annual Registration Fee (\$100.00) + September Late Fee (\$300.00)
= Total Filing Fee of \$400.00.

SUBMISSION ADDRESS



City of East Orange
Department of Code Enforcement
Rent Control Division
Attn: Tiarrah Dotts/ Anisha Mohammed
44 City Hall Plaza - 3rd Floor
East Orange, New Jersey 07018

ACCEPTABLE FORMS OF PAYMENT



Payments shall be made by:

- Certified Check; or
- Money Order

Business checks, personal checks, cash, and credit card payments will not be accepted.



Failure to timely file Annual Rent Rolls for or priors years does not relieve a property owner of the obligation to comply with the filing requirements and associated fees.



CITY OF EAST ORANGE

Ted R. Green, Mayor

Department of Code Enforcement

Division of Rent Control Board
44 City Hall Plaza, 3rd Floor
East Orange, New Jersey 07018
Tel: 973-266-5320/ Fax: 862-930-3580

Hassan Mateen, Director

Michael Galloway, Chair
Traci Morris, Vice-Chair
Wanda Watson, Rent Regulation Officer
Email: wanda.watson@eastorange-nj.gov

2026 ANNUAL FILING OF ITEMIZED RENT-ROLL

(This rent-roll is the prerequisite for rental increases for year September 1, 2026 – August 31, 2027)

Rent Control and Conversions Chapter 218 City of East Orange General Code: Pursuant to §218-14; All owners of property within the City of East Orange whose rents are subject to this chapter shall file a rent roll on September 1st of every year. The annual filing fee is \$100 and shall be paid simultaneously with the filing of rents.

☐ **New Registration** ☐ **Updated Registration** Any changes to the Itemized Rent-Roll Statement must be filed with the Department of Code Enforcement/Rent Control Office within 30 days of the date of any change in rent for any dwelling unit. **IMPORTANT:** Upon a change of ownership former owner please advise the new owner if rent filing(s) and landlord identity registration(s) are current. If so, the new owner need not pay additional fees for the calendar year but must update ownership information previously filed with the Rent Control Office. **No rental increase of any amount or percent shall be received or accepted unless the landlord has complied fully with the provisions of §218-14.**

PROPERTY ADDRESS _____ BLOCK NO. _____ LOT NO. _____

TOTAL RESIDENTIAL UNITS _____ WARD _____ PROPERTY TYPE _____
(e.g. Mixed-Use/Condo/4+ Family/Apartment Bldg.)

PROPERTY OWNER(S) INFORMATION

Name _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
TELEPHONE # _____ EMAIL _____

MANAGEMENT COMPANY

Name _____
ADDRESS _____ CITY _____ STATE _____ ZIP _____
TELEPHONE # _____ EMAIL _____
PROPERTY MANAGER NAME _____ TELEPHONE # _____
SUPERINTENDENT NAME _____ LICENSE # _____ TELEPHONE # _____

FOLLOWING SERVICES PROVIDED BY LANDLORD: (MARK "YES" IF SERVICE/APPLIANCE IS INCLUDED IN RENT) HEAT _____ HOT WATER _____ ELECTRICITY _____ GAS _____
AIR CONDITIONING _____ STOVE _____ REFRIGERATOR _____ WASHER/DRYER _____ PARKING _____ OTHER _____ (Please identify)

You must secure certificates of habitability for each new tenancy with the DEPARTMENT OF CODE ENFORCEMENT HOUSING INSPECTION DIVISION prior to occupancy. List below the units you have leased since filing the prior Itemized Rent-Roll: If you need more space, please continue listing the additional units/tenants on a separate sheet of paper and attach it to this application. (Exemptions; new tenant rent limitations and prohibitions; If the rent to a new tenant is higher than that paid by the previous tenant, even if not in violation of Subsection B(1), if the landlord failed to secure a certificate of habitability as required by the Code, then, upon complaint, the Rent Leveling Board shall prohibit the landlord from collecting any rent in excess of that paid by the former tenant until the first day of the calendar month following the landlord's obtaining the required certificate. Any rents in excess of those paid by the present tenant must be refunded to the tenant who paid the increased rent) **§218-27 Rental Decontrol – Any dwelling unit decontrolled in accordance with Chapter 218 provisions shall not be eligible for decontrol for 10-years from the issuance of the certificate of habitability/decontrol for the unit.**

The new tenants listed below shall be included on the itemized Rent-Roll spreadsheet/grid

Name of Tenant(s)	Unit No.	Decontrol Habitability No./or Certificate of Habitability No.	- (D) - (C)	Move-In Date
_____	_____/	_____	_____/	_____
_____	_____/	_____	_____/	_____
_____	_____/	_____	_____/	_____

The filing of the Annual Itemized Rent-Rolls/Registration Statement and acceptance of this form shall be a prerequisite to any application for granting of tenant's annual rent increase. Failure to provide this information by September 1st shall be subject to following late charges (a) September 2 through September 30: \$300 (b) October 1 through October 31: \$500 (c) November 1 through November 30: \$750 (d) December 1 through December 31: \$1,000, and a willful violation of any provision of this chapter, including but not limited to the willful filing with the Rent Control Board of any material misstatement of fact, shall be punishable by a fine pursuant to §218-20 Violation and penalties.

SIGNATURE _____ DATE _____

INCOMPLETE AND INCORRECT APPLICATIONS WILL BE REJECTED AND RETURNED: All sections of this form must be filled out completely. The city will not consider any application without; 1) the Landlord's or Agent's signature; 2) payment of the non-refundable application fee of \$100.00; and the Itemized Rent-Roll and Registration Statement.

ALL FEES MUST BE PAID ONLY BY CERTIFIED CHECK OR MONEY ORDER

OFFICE USE ONLY:

ANNUAL RENT ROLL RECORDED? YES _____ NO _____	ANNUAL FEE OF \$100 RECORDED YES _____ NO _____
COLLECTED BY _____	RECEIPT# _____ DATE _____

(Rent Control Year - September 1, 2026 – August 31, 2027)

Address of Owner: _____/City_____/State_____/Zip_____



CITY OF EAST ORANGE

DEPARTMENT OF CODE ENFORCEMENT
DIVISION OF RENT CONTROL BOARD

ONE CITY
ONE COMMUNITY
ONE GOAL

Progress



HOW TO COMPLETE ITEMIZED RENT ROLL

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED/ACCEPTED

The Itemized Rent Roll must be completed for every dwelling unit within the property.
Please provide complete and accurate information for each apartment or housing space.

SAMPLE ENTRY

A	B	C	D	E	F	G	H	I	J	K	L
Last Name	First Name	Senior/ Disabled (Yes/No)	Unit No.	Unit Type / Rooms	Move-In Date	Lease Expiration Date	Monthly Rent	Parking / Garage Fee	Previous Tenant Move-Out Date	Previous Rent	Vacant (Yes/No)
DOE	JANE	NO	7A	2 BR / 5 Rooms	7/2017	7/31/2022	\$884.00	\$70.00	5/31/2017	\$850.00	NO
VACANT	VACANT	N/A	8C	STUDIO	N/A	N/A	\$1,050.00	N/A	4/30/2020	\$1,000.00	YES

COLUMN INSTRUCTIONS

A



LAST NAME

List the tenant's last name.
Example: Doe

B



FIRST NAME

List the tenant's first name.
Example: Jane

C



SENIOR OR DISABLED TENANT (YES/NO)

Indicate whether the tenant qualifies as a senior citizen or disabled tenant.

Example: Yes or No

Pursuant to Chapter 218, a qualified senior citizen tenant may not be charged a rent increase exceeding two percent (2%) during the preceding twelve-month period. The 2% limitation applies only when the qualified senior tenant is identified as a tenant on the lease.

D



UNIT NUMBER

Enter the apartment or housing space number.

Example: 7A

E



UNIT TYPE / NUMBER OF ROOMS

Specify the unit type and total number of rooms.

• Studio • 1 Bedroom • 2 Bedroom • 3 Bedroom

If reporting total rooms, include bathrooms in the count.

Example: 2 Bedrooms or 5 Rooms

F



TENANT MOVE-IN DATE

Enter the date the current tenant took possession of the apartment or the commencement date of the lease.

Example: July 2017 = 7/2017

K



PREVIOUS MONTHLY RENT

Enter the rent charged to the prior tenant immediately before vacancy.
For occupied units, list the rent amount from the preceding twelve-month registration period.

For vacant units, list the last registered rent charged to the previous tenant.

Example: \$850.00

G



LEASE EXPIRATION DATE

Enter the expiration date of the tenant's current lease.

Example: July 31, 2020 = 7/31/2020

H



CURRENT MONTHLY RENT AMOUNT

Enter the tenant's current monthly rent or the proposed rent amount.

Rent must be calculated from the last registered rent plus the applicable annual adjustment authorized under Chapter 218.

Examples:

- Last Registered Rent: \$1,000.00
- 4% Annual Adjustment = \$1,040.00
- 5% Vacancy Adjustment = \$1,050.00

I



PARKING OR GARAGE FEE

Enter any monthly parking or garage charge associated with the unit.

Landlords must report parking and garage fees even when collected by a third-party parking management company.

All rent control limitations, notice requirements, filing requirements, and restrictions applicable to dwelling unit rents also apply to parking and garage fees.

J



PREVIOUS TENANT MOVE-OUT DATE

Enter the date the preceding tenant vacated the apartment.

See vacancy reporting Chapter 218 warehousing of dwelling units.

L



VACANT UNIT (YES/NO)

Indicate whether the apartment is vacant.

Example: Yes or No

Pursuant to Chapter 218, any dwelling unit subject to rent control must generally be rented and occupied by a new tenant within sixty (60) days following the end of the preceding tenancy unless otherwise authorized by the Rent Regulation Officer.



CERTIFICATION

The owner or authorized agent shall certify that all information contained in the Itemized Rent Roll is true, complete, and accurate and is submitted pursuant to Chapter 218, Rent Control and Conversions, of the Code of the City of East Orange.



◆ LANDLORD REGISTRATION STATEMENT ◆

Property Address: _____ Block: _____ Lot: _____

Property Owner/Entity: _____

In accordance with section 55 of Chapter 159 the General Code of the city of East Orange, the undersigned landlord hereby makes and delivers to the Department of Code Enforcement/Division of Rent Control under chapter 218 the following Building Registration Statement and accompanying Itemized Rent Roll.

Submitted By: _____ Date: _____

OWNER INFORMATION

- ☐ Record Owner Name(s) _____
- ☐ Residential Mailing Address _____

- ☐ Email Address _____
- ☐ Telephone Number _____
- ☐ Ownership Acquisition Date _____
- ☐ Additional Owner Information (if applicable) _____

BUSINESS ENTITY INFORMATION

- ☐ Corporation / LLC / Partnership Name _____

- ☐ Business Address _____

- ☐ Email Address _____
- ☐ Telephone Number _____
- ☐ Proof of Business Registration (if requested) _____

ESSEX COUNTY AGENT INFORMATION

(Required if Owner resides outside Essex County, New Jersey)

- ☐ Designated Essex County Agent Name _____
- ☐ Home Address _____

- ☐ Business Address _____

- ☐ Email Address _____
- ☐ Telephone Number _____

PROPERTY MANAGEMENT INFORMATION

- ☐ Property Manager Name _____
- ☐ Management Company Name _____
- ☐ Business Address _____

- ☐ Email Address _____
- ☐ Telephone Number _____

EMERGENCY CONTACT INFORMATION

- ☐ Emergency Contact Name _____
- ☐ Address _____

- ☐ Email Address _____
- ☐ Telephone Number _____
- ☐ Authorized to Make Emergency Decisions and
Expenditures for Emergency Repairs ☐ Yes ☐ No

MORTGAGE INFORMATION

- ☐ Name of Mortgage Holder/(Bank) _____
- ☐ Mailing Address(es) _____

- ☐ Additional Mortgage Information Attached (if applicable) _____

IMPORTANT: All items above must be completed for your Registration Statement to be considered complete.

Questions? Contact the Rent Control Division • (973) 266-5320 • 44 City Hall Plaza, East Orange, NJ 07018

The landlord is hereby directed to Chapter 50 of the Laws of 1974 and Chapter 2:30-12 of the City of East Orange as to any inquiry with respect to making and filing of this Registration.

LANDLORDS EXCLUDED FROM THE FILING REQUIREMENT

The term "Landlord" shall mean any person or persons who own or purport to own any building, structure, or complex of buildings in which housing accommodations are rented or offered for rent for residential purposes under either a written or oral lease.

This filing requirement shall not apply to owner-occupied two-family and three-family dwellings.

INSTRUCTIONS AS TO EXECUTION

- If ownership is held by a corporation, this Registration Statement shall be executed by the President or another duly authorized corporate officer.
 - If ownership is held by a partnership, the Registration Statement shall be executed by a partner authorized to act on behalf of the partnership.
 - If ownership is held by a limited liability company, the Registration Statement shall be executed by a Managing Member or authorized representative.
 - If ownership is held by an individual, the Registration Statement shall be executed by the owner.
 - If ownership is held by an Executor, Administrator, Trustee, Receiver, or any other legal entity recognized by law, advice must be secured from an Attorney as to making and filing of this registration.
-

AMENDED REGISTRATION REQUIREMENT

The owner shall file an amended Registration Statement within thirty (30) days of any change in ownership, management, emergency contact information, mortgage information, or any other information required to be disclosed herein.

SIGNATURE AND CERTIFICATION

I hereby certify that this Registration Statement and any accompanying schedules, statements, and attachments have been examined by me and, to the best of my knowledge, information, and belief, are true, correct, and complete.

I further certify that I am authorized to execute this Registration Statement on behalf of the owner of record.

I further acknowledge that any material omission, misrepresentation, or failure to update required information may constitute a violation of Chapters 159 and 218 of the Code of the City of East Orange.

PRINT NAME _____

SIGNATURE _____

TITLE (PRINT) _____

DATE _____