



19:2-9.8 Registration

Requirement; Forms. The Rent Control Board shall require the registration of all dwelling units.

INSTRUCTION PAGE

How to Properly Complete a Rent Registration Statement

PLEASE BE ADVISED - INCOMPLETE REGISTRATION STATEMENTS WILL NOT BE ACCEPTED

(A) APT	(B) # OF RMS	(C) TENANT LAST NAME	(D) APTS. WITH SUBSIDY (√)	(E) PORTION TENANT PAYS	(F) PREVIOUS MONTHLY RENT	(G) MONTH & YEAR OF INCREASE	(H) CPI-U %		(I) AMOUNT OF INCREASE	(J) CURRENT ACTUAL RENT (F + I)
1A	5	Doe	N/A	N/A	\$1000.00	01/2017	1.2	%	\$12	\$1012.00

- A. **APT:** List the Apartment or Unit Number. *Example* = 1A
- B. **# OF ROOMS:** List the total number of rooms in the Unit/Apartment including bathrooms. *Example* = 5 Rooms
- C. **Tenants Last Name:** List the Tenant's last name. *Example* = Doe
- D. **Apts. With Subsidy:** Please check this box ONLY if the unit has a subsidy if not please indicate N/A.
- E. **Portion Tenant Pays:** This column only applies to those that indicated such in column D, (List the portion of the rent that is paid by the tenant) if not please indicate N/A.
- F. **Previous Monthly Rent:** Money received for rent prior to any increase OR from the previous twelve (12) month period. *Example* = Previous Rent prior to proposed or requested increase is \$1000.00
- G. **Month and Year of Increase*:** Please indicated the month and year of requested or proposed increase. *Example* = January 2017 or 01/2017
- H. **CPI-U*:** Percentage amount requested or proposed increase.
- I. **Amount of Increase:** Total amount of increase. *Example* = $1000.00(F) \times 1.2\%(H) = \$12(I)$
- J. **Current Actual Rent (F + I):** The previous monthly rent plus the amount of requested or proposed increase. *Example* = $1000.00(F) + \$12(H) = \$1012.00(J)$

All examples mentioned above are on the basis of a non-subsidized unit receiving an increase in January 2017, with the previous registered rent being \$1000.00.

Permitted Rent Increases Table (%)

The maximum rent increase for each month is shown below.

Month	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
JAN	N/A	1.3%	0.4%	1.2%	1.8%	2.0%	1.5%	*0%	*0%	*0%	3.2%	4.0%
FEB	N/A	0.8%	0.6%	1.6%	1.6%	1.9%	1.8%	*0%	*0%	*0%	3.1%	4.0%
MAR	N/A	0.3%	0.7%	2.1%	1.6%	1.6%	2.2%	*0%	*0%	*0%	3.4%	4.0%
APR	N/A	0%	0.8%	2.5%	1.4%	1.6%	*0%	*0%	*0%	*0%	3.1%	4.0%
MAY	N/A	0.1%	0.6%	2.6%	1.7%	1.3%	*0%	*0%	*0%	*0%	2.9%	
JUNE	1.3%	0%	0.7%	2.3%	1.7%	1.6%	*0%	*0%	*0%	*0%	3.4%	
JULY	1.6%	0%	1.0%	2.0%	1.9%	1.6%	*0%	*0%	*0%	*0%	3.8%	
AUG	1.9%	0%	0.9%	1.8%	2.2%	1.5%	*0%	*0%	*0%	*0%	3.9%	
SEPT	1.7%	0.1%	0.9%	1.8%	2.0%	1.7%	*0%	*0%	*0%	*0%	4.0%	
OCT	1.6%	0%	1.0%	1.6%	2.2%	1.7%	*0%	*0%	*0%	3.2%	4.0%	
NOV	1.3%	0.1%	1.1%	1.7%	2.2%	1.8%	*0%	*0%	*0%	3.5%	3.7%	
DEC	1.0%	0.3%	1.0%	2.1%	2.0%	1.4%	*0%	*0%	*0%	3.7%	3.8%	

Rent and Landlord Registration Statement Checklist

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- ☐ Tax Vital (*room 101*) ☐ Zoning Verification (*room 112*)

- ☐ Formation Papers (*if the property is under an LLC or Corporation*)

- ☐ Property owner's Driver's license or State issued ID

- ☐ Subsidy Award Letter for Tenant (*Section 8 HAP Contract*)

- ☐ Initial lease and/or any Addendum(s) provided.

- ☐ Certificate of Habitability (*Dept. of Engineering Room B-4*)

- ☐ Lead Safe Certificate (*Dept. of Health 110 William Street*) (973) 733-5323 or (973) 733-3984

- ☐ \$50.00 Initial Registration fee, plus \$10.00 per dwelling unit (*If registered after ninety (90) days of acquiring title of property.*) Check or money order can be made out to "City of Newark's Rent Control Board" with the (property address) in the memo.
- *\$50.00 Annual Registration fee, plus \$10.00 per dwelling unit**
- *\$100.00 Late Fee, plus \$20.00 per dwelling unit (to be assessed for each year beyond due date of annual registration; in addition to yearly Annual Registration fees)**

- ☐ Ensure all sections of the registration are complete if, it does not pertain to you indicate "n/a" do not leave blank.

PURSUANT TO 19:2-3. RENT INCREASES. 19:2-3.1. DETERMINATION OF RENTS. IN NO CASE SHALL THE ALLOWABLE RENT INCREASE EXCEED FOUR (4%) PERCENT. THE ALLOWABLE ANNUAL INCREASE WILL NOT BE PERMITTED, IF THE DWELLING IS NOT IN SUBSTANTIAL COMPLIANCE AND/OR IF THE LANDLORD HAS NOT MET THE REGISTRATION REQUIREMENTS AS SPECIFIED IN THIS SUBSECTION 19:2-9.8. (ORD. 6 PSF-A(S), 9-5-17)

RENT AND LANDLORD REGISTRATION STATEMENT

BLOCK # _____ LOT # _____ WARD: _____

LEGAL PROPERTY ADDRESS (FULL)

PROPERTY OWNER'S NAME _____ EMAIL & TELEPHONE # _____

PROPERTY OWNER'S PHYSICAL/MAILING ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

NAME OF MANAGING AGENT/EMERGENCY CONTACT _____ PREFERRED CONTACT METHOD _____

ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

NAME OF SUPERINTENDENT AND/OR MAINTENANCE COMPANY _____ TELEPHONE # _____

(1) PROPERTY DESCRIPTION: TOTAL RESIDENTIAL UNITS: _____ COMMERCIAL UNITS: _____

A. OWNER OCCUPIED: YES ☐ NO ☐ (Please note additional documentation will be required to verify occupancy.)

B. LODGING, ROOMING OR BOARDING: YES ☐ NO ☐

C. NUMBER OF STORIES: _____ IS BASEMENT RENTED? YES ☐ NO ☐ IS ATTIC RENTED? YES ☐ NO ☐

D. HEATING FUEL:

1. OIL ☐ 2. GAS ☐ 3. ELECTRICITY ☐ 4. COAL ☐ 5. COMBINATION ☐ 6: OTHER ☐

EXPLAIN: _____

E. CENTRAL HEATING SYSTEM: YES ☐ NO ☐

1. STEAM ☐ 2. HOT AIR ☐ 3. SPACE HEATER ☐

F. NUMBER OF DWELLING UNITS: (THIS SECTION PERTAINS TO ALL UNITS WITH KITCHEN AND BATHROOM FACILITIES IN THE SUBJECT HOUSE, APARTMENT BUILDING, ETC.)

1. Studios _____ 3. Two-Bedroom units _____ 5. Four-Bedroom Units _____
2. One Bedroom units _____ 4. Three-Bedroom units _____ 6. Other _____

(2) HOUSING SERVICES: SERVICES PROVIDED BY OWNER: (MARK "YES" or "NO" IF SERVICE IS PROVIDED)

1. Water	Yes ☐ No ☐	8. Garbage Disposal	Yes ☐ No ☐
2. Heat	Yes ☐ No ☐	9. Dishwasher	Yes ☐ No ☐
3. Hot Water	Yes ☐ No ☐	10. Washer & Dryer	Yes ☐ No ☐
4. Electricity	Yes ☐ No ☐	11. Off Street Parking	Yes ☐ No ☐
5. Gas	Yes ☐ No ☐	12. Indoor Parking	Yes ☐ No ☐
6. Stove	Yes ☐ No ☐	13. Air Conditioning	Yes ☐ No ☐
7. Refrigerator	Yes ☐ No ☐	14. Furniture	Yes ☐ No ☐

ZONING VERIFICATION (FOR OFFICE USE ONLY):

BLOCK & LOT: _____ LEGAL USE: _____ ZONE: _____

AUTHORIZED BY: _____ DATE: _____

LEGAL PROPERTY ADDRESS (FULL)

IS THE ENTIRE BUILDING SUBSIDIZED? Yes ☐ No ☐ ARE THERE ANY SUBSIDIZED UNITS? Yes ☐ No ☐
IF YES, NAME AND /OR NUMBER OF PROGRAM: _____

PLEASE ATTACH COPY OF SECTION 8, HUD, OR OTHER SUBSIDY CONTRACT FOR TENANTS WITH SUBSIDIES. COLUMN (D) AND (E) ONLY APPLY TO SUBSIDIZED UNITS.

TENANCY INFORMATION

THE ESTABLISHMENT OF RENTS BETWEEN A LANDLORD AND TENANT IN ALL HOUSING SPACES SHALL HEREAFTER BE DETERMINED BY THE PROVISIONS OF THIS CHAPTER. AT THE EXPIRATION OF A LEASE OR AT THE TERMINATION OF THE LEASE OF A PERIODIC TENANT, NO LANDLORD MAY REQUEST OR RECEIVE AN INCREASE GREATER THAN THE PERCENTAGE INCREASE OF THE CONSUMER PRICE INDEX (CPI) FROM THE CPI FIFTEEN (15) MONTHS PRIOR TO THE MONTH OF THE PROPOSED RENT INCREASE TO THE CPI THREE (3) MONTHS PRIOR TO THE MONTH OF THE PROPOSED RENT INCREASE. IN NO CASE SHALL THE ALLOWABLE RENT INCREASE EXCEED FOUR (4%) PERCENT. THE ALLOWABLE ANNUAL INCREASE WILL NOT BE PERMITTED, IF THE DWELLING IS NOT IN SUBSTANTIAL COMPLIANCE AND/OR IF THE LANDLORD HAS NOT MET THE REGISTRATION REQUIREMENTS AS SPECIFIED IN THIS SUBSECTION 19:2-9.8.

**NOTE: IF VACANT, PLEASE WRITE "VACANT" IN COLUMN C AND COMPLETE FORM BASED ON LAST RENT PAID.
DO NOT LEAVE ANY LINES BLANK**

(PLEASE INCLUDE ALL ROOMS i.e. BATHROOM(S) KITCHEN, LIVINGROOM IN COLUMN "B")

(A) APT	(B) # OF RMS	(C) TENANT LAST NAME	(D) APTS. WITH SUBSIDY (✓)	(E) PORTION TENANT PAYS	(F) PREVIOUS MONTHLY RENT	(G) MONTH & YEAR OF INCREASE	(H) CPI-U %		(I) AMOUNT OF INCREASE	(J) CURRENT ACTUAL RENT (F + I)
								%		
								%		
								%		
								%		
								%		
								%		
								%		
								%		

I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE WILLFULLY FALSE, I AM SUBJECT TO PUNISHMENT UNDER THE PENAL PROVISIONS OF THE RENT CONTROL ORDINANCE.

LANDLORD'S NAME: _____
(PLEASE PRINT)

LANDLORD'S SIGNATURE: _____ DATE: _____

IMPORTANT: THE FILING OF THE RENT REGISTRATION STATEMENT DOES NOT CONSTITUTE A DETERMINATION BY THE RENT CONTROL BOARD AND/OR OFFICE AS TO THE LEGALITY OF THE RENT SET FORTH IN THIS STATEMENT.

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LEGAL PROPERTY ADDRESS (FULL)

PARKING REGISTRATION

(A) APT	(B) PARKING SPOT #	(C) TENANT LAST NAME	(D) PREVIOUS MONTHLY PARKING FEE	(E) MONTH & YEAR OF INCREASE	(F) CPI-U%	(G) AMOUNT OF INCREASE	(H) CURRENT ACTUAL PARKING FEE (D +G)
						%	
						%	
						%	
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						%	

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LANDLORD'S NAME: _____
(PLEASE PRINT)

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FOR OFFICE USE ONLY:

19:2-23. REGISTRATION FEE REQUIRED \$50.00 Yes No **TOTAL PAID** _____

(\$10 PER DWELLING UNIT)

19:2-23. LATE REGISTRATION FEE REQUIRED \$100.00 Yes No **TOTAL PAID** _____

(\$20 PER DWELLING UNIT)

REGISTRATION # _____