



**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

Printed June 2011
(Revised September 2022)

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 landlords to tenants 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, PO Box 810, Trenton, New Jersey 08625, (609) 633-6216 or BHICodeAdmin@dca.nj.gov for registration of properties 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.

Similar forms may be obtained from private sources.

**A Copy of General Liability Insurance Must Accompany the Landlord
Registration Form**

*P.L. 2022, c. 92 institutes a new minimum liability insurance requirement for owners of businesses and rental units. Effective for new insurance policies issued on or after November 3, 2022, the law requires the owner of a business, or one or more rental units, to maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence. However, owner-occupied two-family, three-family, or four-family homes are subject to a lower \$300,000 coverage minimum which becomes effective for insurance policies issued on or after February 1, 2023. In all cases, owners are required to annually register the certificate of insurance in the municipality where the business or rental unit is located.

Submit Documents To:
Johanna Casey, Margate City Clerk
casey_johanna@margate-nj.com
9001 Winchester Avenue
Margate, NJ 08402

Date Form Filed _____



Block _____ Lot _____

**LANDLORD TENANT REGISTRATION STATEMENT
PURSUANT TO NJSA 46:8-28**

- RE: Premises located at _____
1. Name & address of record owner of the above premises _____
2. _____ Phone _____
3. Name & address of the owner of the rental business: _____
4. If the owner of the rental business is a corporation, list name and address of registered agent _____
5. Names and addresses of the officers of the corporation named in #2 and #3 above _____
6. If the owner of record is not located in the county in which the premises are located, state the name and address of the person who is located in said county wherein the premises are located and who is authorized to accept notices from tenants and to issue receipts thereof, and is authorized to accept service of process on behalf of the record owner of the premises _____
7. _____ Phone _____
Name and address of the managing agent of the premises
8. Name and address, including dwelling unit, apartment or room number of the superintendent of the premises or other individual employed by the record owner or managing agent to provide regular maintenance service _____
9. In the event of an emergency affecting the premises or any unit of dwelling space therein, state the name, address and telephone number of the individual representative of the record owner or managing agent who may be reached and who has authority to make emergency decisions concerning the premises _____
10. _____ Phone _____
The name, address and account number of each and every mortgage holder of the premises

DATE: _____

Signature

Print name and title

**THIS FORM MUST BE COMPLETED AND FILED WITH THE
CITY CLERK, CITY OF MARGATE CITY
9001 WINCHESTER A VENUE, MARGATE, NJ 08402
casey__johanna@margate-nj.com**

A COPY OF THIS NOTICE MUST BE POSTED IN THE BUILDING