



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

Eladio Negron, Director

Michael Galloway, Chair
Sean Middleton, Vice-Chair
Wanda Watson, Rent Control Officer
Email: wanda.watson@eastorange-nj.gov

Re: ANNUAL SUBMISSION OF RENTS AND REGISTRATION STATEMENT FOR YEAR 2024

DUE SEPTEMBER 1, 2024

Dear Owners/Agents of Tenant Buildings:

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.

Please complete your application in its entirety to help ensure the application is accepted for processing. APPLICATIONS MUST BE LEGIBLE AND IF INCOMPLETE/INCORRECT OR MISSING PROCESSING FEES IT WILL BE RETURNED. INCOMPLETE APPLICATIONS RETURNED WILL BE CHARGED A LATE FEE IF RESUBMITTED OR POST MARKED AFTER THE REQUIRED SUBMISSION DATE OF SEPTEMBER 1, 2024.

September 1st of every year pursuant to the Rent Control & Conversions Chapter 218 City of East Orange General Code. All owners of property within the city of East Orange whose rents are subject to this chapter shall file with the Department of Property Maintenance (Rent Control Division) a list of rents for all units in the property owned by them. This list shall contain a sworn affidavit as to the accuracy of said list. Within 30 days of the date of any change in rent for any dwelling unit, the owner shall notify the Department of Property Maintenance (Rent Control Division) of such change. The information contained in said list shall not be considered confidential and shall be a public record as defined by N.S.S.A 47:1A-1 et seq. A spreadsheet showing how rent was calculated in compliance with the rent control regulations shall be provided with the rent roll.

- The annual fee and late fees are for the whole building, not per unit.
- Annual filing of all rent rolls; **a fee of \$100 shall be paid simultaneous with each filing.**
- **Untimely filing of each rent-roll; a late fee shall be paid in addition with the rent-roll filing as follows:**
(i.e., Rent-Roll Registration Fee \$100.00 + September late fee \$300.00 = \$400.00 Payment Registration filed)

(a) September 2 nd	-	September 30 th :	late fee - \$300.00
(b) October 1 st	-	October 31 st :	late fee - \$500.00
(c) November 1 st	-	November 30 th :	late fee - \$750.00
(d) December 1 st	-	December 31 st :	late fee - \$1,000.00

Applications and payments mailed or deposited in the Blue Dropbox located at City Hall Plaza:

- **Mailing Applications:** The City of East Orange
Code Enforcement Department
c/o Ms. Tiarrah Dotts, Rent Control Division – 3rd Floor
44 City Hall Plaza
East Orange, New Jersey 07018

Or
- **Dropping off Application(s):** All applications can be delivered to the dedicated drop-box located in front of City Hall Plaza, Monday – Friday @ 8:30am – 3:00pm. Before you deposit your application(s) in the drop-box, please ensure you have placed documents in an envelope labeled in c/o Ms. Tiarrah Dotts, and or Anisah Mohammed Rent Control Division – 3rd Floor.

How to Pay: Only methods of payment(s): Money Order(s), or Certified Checks. (Business checks will not be accepted).

Property owners who fail to register tenancy rent rolls are not permitted to pass through Rental Increases otherwise allowed due to annual **general adjustments**. The **September 1, 2024**, rent-roll filings cover the rental increase applications submissions filed between the dates of September 1, 2024, through August 31, 2025.

Untimely application filings may result in a property owner being served with a complaint summons according to **§218-14 Filing and updating of list of rents and/or §218-20 Violations and penalties.**

All Rent Control forms and documents are posted on the City of East Orange website address: www.eastorange-nj.gov.



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2024 ANNUAL FILING OF ITEMIZED RENT-ROLL

(Rent Control Year - September 1, 2024 - August 31, 2025)

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 simultaneous with filing.

☐ **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 _____

LANDLORD REGISTRATION STATEMENT

(Rent Control Year - September 1, 2024– August 31, 2025)

Property Address: _____ Blk _____ Lot _____ accordance with Section 55 of Chapter 159 and Section 14 of Chapter 218 of the City of the Code of East Orange, the undersigned Landlord hereby makes and delivers to the Department of Code Enforcement the following Building Registration and Itemized Rent Roll:

1. (A) Name and Home Address of Record Owner(s) of the Premises:

 Email: _____ Tele: _____

Ownership acquisition date: _____

(B) Name and Home Address of additional Record Owner(s) of the Rental Business if not the same person:

 Email: _____ Tele: _____

2. List the Corporation Name, and Business Address:

 Email: _____ Tele: _____

3. If the Address of Record Owner(s) is outside Essex County, New Jersey, list the Name, Home Address, Business Address and Phone Number of the In-County Agent authorized to accept Complaints from tenants and to issue Receipts thereof, and to accept Service of Process on Behalf of the Record Owner.

 Email: _____ Tele: _____

4. Name, Home Address, Business Address and Phone Number of Managing Agent of the Premises, If any:

 Email: _____ Tele: _____

5. Name, Address & Phone Number of any other individual who may be contacted in the event of an Emergency and who has the authority to make Emergency Decisions and expenditure in connection with required repairs:

 Email: _____ Tele: _____

6. Name & Address of every holder of a Recorded Mortgage on the Premises

Landlords excluded from the preparation of filing

The Term "Landlord" as used in the foregoing shall mean the Person or Persons who own or purport to own any building, structure, or complex of buildings or structure in which there is rented or offered for rent housing space for living or dwelling purposes under either written or oral lease, provided that this definition shall not include owner occupied two and three-unit premises.

Instructions as to Execution

If by Corporation this Registration must be executed by president or any other Officer authorized to make and file this Registration. If by partnership, one of the partners must make and file this registration.

If by individual must make and file this Registration. If by Executor or Administrator, such individual must make and file this Registration. If by any other legal entity recognized by Law, advice must be secured from an Attorney as to making and filing of this registration.

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.

Signature and Certification

The undersigned certifies that this registration Statement and Itemized Rent Roll, including and accompanying schedules and statements, has been examined by him and to the best of his knowledge and belief is true, correct, and complete. If this Registration Statement and Itemized Rent Roll is prepared by a person other than the owner, his declaration is based on all the information relating to the matters required to be reported in the Registration Statement and Itemized Rent Roll which he has knowledge.

I further certify be a change in any of the foregoing Registration of Itemized Rent Roll, an Amended Registration of Itemized Rent Roll shall be executed with the Clerk of the City of East Orange, New Jersey within 30 days after any change.

Signature _____ Title _____

Print Name _____ Date _____

How to Complete an Itemized Rent-Roll Application Spreadsheet

INCOMPLETE REGISTRATION STATEMENTS WILL NOT BE ACCEPTED

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(J)	(K)	(L)	(M)
<u>Last Name</u>	<u>First Name</u>	<u>Senior/ Disabled Persons (Yes/No)</u>	<u>Unit #</u>	<u>Unit Type # of Rooms</u>	<u>Current Tenant Move In Date</u>	<u>Current Tenant Lease End Date</u>	<u>New or Current Tenant Monthly Rent Amount</u>	<u>Parking or Garage Fee</u>	<u>Previous Tenant Move Out Date</u>	<u>Current Tenant's Previous Rent/ If Vacant Unit List Last Register Rent Amount</u>	<u>Vacant (Yes/No)</u>
DOE	JANE	NO or YES	7A	2BRM or 5-rooms	7/2017	7/31/2022	\$884.00	\$70.00	5/31/2017	\$850.00	NO
VACANT			8C	STUDIO	N/A	N/A	\$1050.00		4/30/2020	\$1000.00	YES

- A. Last Name: List the Tenant's last name. Example = Doe
- B. First Name: List the Tenant's first name. Example = Jane
- C. If Tenant's is a Qualified Senior or Disabled Tenant. Example = Yes or No
(For a qualified senior tenant, said landlord, owner, or agent of the same shall not seek or demand an increase in rent which exceeds 2% of the rent charged during the preceding twelve-month period. In apartments that contain multiple persons, the 2% cap shall only apply if a senior qualified tenant is identified on the lease as tenant in the subject apartment).
- D. Unit Number. Example = 7A
- E. List Total Rooms in Apartment/Unit or total of Bedrooms. Example = 2Brdms or when listing total of rooms include the bathrooms
- F. The date the tenant's existing lease began or the date the tenant took possession of the premises.
 Example = July 2017 is 7/2017
- G. Indicate the expiry date of the Tenant's lease. Example = July 31, 2020, is 7/31/2020
- H. The Proposed Rent, New or Current Tenant's Monthly Rent Amount. Rent calculated in accordance with the last registered rent plus the applicable percentage increase for the year. Example = Current tenant last registered rent \$1,000 + 4% = \$1,040 (New Rent) / New Rent = last registered rent \$1,000 + 5% = \$1,050 (New Rent)
- J. Tenant's Parking Lot/Garage Fee. Landlords shall report Tenant's parking or garage fees even when fees are charge by a third-party Parking Management Company. *(All limitations on rental increases as applied to housing space also apply as limitations on rental increases for parking spaces. All notice requirements, time limitations and other applicable duties or obligations of the landlord to the tenant as set forth in this chapter are hereby made applicable to increases in rent for parking spaces).*
- K. Previous Tenant's Move Out Date. Generally, the date of 30 or 60 days before the proceeding tenant. *(The landlord of any dwelling unit which is vacant 30 days after the preceding tenancy shall notify the Rent Regulation Officer on the 31st day of the vacancy, in writing, that the dwelling unit is vacant. To obtain a waiver the landlord must notify the Rent Regulation Officer, in writing, within 45 days from the end of the preceding tenancy and set forth with specificity the following: (1) The reasons that the unit cannot be rented within the subject time period. (2) The steps the landlord shall take to remedy the conditions that make it impossible to rent the unit.(3) The date the unit shall be rented and occupied).*
- L. List the Current Tenant's previous monthly rent and if the unit is vacant list the Previous Tenant's last registered rent. This is the money received for rent prior to any increase or from the previous (12) month period.
- M. Specify if the Apartment/Unit is Vacant. Example = Yes or No - Any dwelling unit subject to rent control shall be rented and occupied by a new tenant within 60 days after the end of the preceding tenancy.