



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, P.O. 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.

P.L.2022.c92 – STATE MANDATED MINIMUM LIABILITY INSURANCE REQUIREMENTS

On August 5, 2022, the State of New Jersey, signed into law P.L.2022.c92 which institutes a new minimum liability insurance requirement for owners of businesses and rental units (whether residential or non-residential). Such owners will be required to annually register the certificate of insurance in the municipality where the business or rental unit is located.

For all 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. Such insurance could be provided as part of policies such as those for commercial general liability, personal liability, or an umbrella insurance policy. 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.

Application Fee: \$50.00

Cash or Check

Made payable to
"Township of Gloucester"



GLOUCESTER TOWNSHIP
JOIN THE EXCITEMENT

REGISTRATION # _____

N.J.A.C. 5:29-1.1
N.J.S.A. 46:8-28 AND 46:8-29

LANDLORD IDENTITY REGISTRATION STATEMENT
ONE AND TWO-UNIT DWELLING REGISTRATION FORM

The form of the certificate of Registration to be filed with the municipal clerk and distributed to tenants by owners or non-owner occupied one and two unit dwellings shall be substantially as follows:

(1) Property Address:

(2) The names and addresses of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

(3) If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:

☐ Record owner is not a corporation.

(4) If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner(s) is as follows:

☐ The addresses of all record owners in the county in which the dwelling is located:

(5) The name and address of the managing agent is as follows:

☐ There is no managing agent.

(6) The name and address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:

☐ There is no superintendent, janitor, custodian or other person employed to provide regular maintenance service.

(7) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

(8) The names and addresses of all holders of recorded mortgages on the property are as follows:

☐ There is no recorded mortgage on the property.

(9) If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

☐ The building is not heated by fuel oil

☐ The building is heated by fuel oil, but the landlord does not furnish heat.

(10) Owner/Agent Certification: I hereby certify that all of the above information is true to the best of my knowledge and belief and that I have, maintain, and provided a certificate of liability insurance in the state mandated minimum amount of \$500,000.00 set forth via P.L.2022.c92 to the Township Clerk. I am aware that if the foregoing information is willfully false, that I am subject to penalties and criminal prosecution.

Date

Landlord or Authorized Representative Signature

Landlord or Authorized Representative Printed Name

SEND COMPLETED FORMS TO TENANTS AND MUNICIPAL CLERKS ONLY