



Township of Randolph
Department of Health
502 Millbrook Avenue
Randolph, NJ 07869-3799
Tel: 973.989.7050 • Fax: 973.989.7076
www.randolphnj.org

Randolph Township Rental Property Registration Form

****Please Note:** Execution of this form does not grant authority to occupy premises. The premises must be inspected for a CERTIFICATE OF HABITABILITY prior to occupancy (see Randolph Ord 26-53). Exempt from this requirement are owner-occupied structures of two dwelling units or less. The Randolph Township Fire Prevention Division (973-989-7039) must also be contacted to conduct the required fire inspection prior to occupancy.

Property Information

Property Address: _____

Unit/Apartment # (if applicable): _____

Block #: _____ Lot #: _____

Property Name (if applicable): _____

Property Type: ☐ Single-Family ☐ Multi-Family ☐ Condo/Townhome ☐ Other _____

Are any units on the property owner-occupied? ☐ Yes ☐ No

Year of Construction: _____

Effective July 22nd, 2022, all rental properties constructed prior to 1978 are required to be inspected for Lead hazards pursuant to N.J.A.C. 5:28A. All rental properties constructed prior to 1978 must have either a Lead-Safe Certificate or a Lead-Free Certificate. Please see the page #4 for details on Lead-Safe certificates, Lead-Free certificates, and exemptions.

Utilities

Check all that apply: ☐ City Water ☐ Well
☐ Septic System ☐ City Sewer

Pursuant to the NJ Private Well Testing Act N.J.S.A. 58:12A-26, rental properties served by Well are required to test the Well at least once every 5 years. A copy of your PWTA test results must be submitted with this form.

- ☐ PWTA Well Test Completed (attach results)
- ☐ PWTA Well Test Not Yet Completed
- ☐ N/A – Property served by City Water

Owner / Landlord Information

Owner Name: _____

Mailing Address: _____

City: _____ State: _____ ZIP Code: _____

Phone Number: _____

Email Address: _____

Property Manager (if applicable)

Manager Name: _____

Company (if any): _____

Phone Number: _____

Email Address: _____



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Occupancy Information

Number of Units in Property: _____

TENANT NAME	UNIT #	LEASE END DATE

Certification

I hereby certify that the information provided on this form is true and accurate to the best of my knowledge.

Owner/Agent Signature: _____ Date: _____

FOR AGENCY USE ONLY

☐ \$50 Certificate of Habitability Inspection Fee Received

☐ Check #: _____ or ☐ Cash

Date Paid: _____

☐ \$220 Lead Inspection Fee Received

☐ N/A - Exempt

Check #: _____ or ☐ Cash

Date Paid: _____



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Certificate of Habitability Information

- A Certificate of Habitability inspection is required prior to occupancy and upon tenant turnover. Please contact the Randolph Health Department at 973-989-7050 to schedule the inspection. **1 to 2 week advance notice is required for scheduling.**
- The Certificate of Habitability inspection fee is \$50 per unit. Fees are due prior the inspection and can be paid by cash or check.
- A Fire inspection is required prior to the Certificate of Habitability inspection. Please contact the Fire Prevention Division at 973-989-7039 to schedule a Fire inspection.
- The ordinances that apply to rental properties can be seen under the Randolph Township Ordinances Chapter 26: Housing. The link to those ordinances is as follows:
https://library.municode.com/nj/randolph_township/codes/code_of_ordinances?nodeId=REOR_CH26HO_ARTIIMAC_ODW



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N.J.A.C. 5:28A Lead Law Information

- Rental dwellings that are exempt from this law include:
 1. Dwellings that are certified to be free of lead-based paint (must provide a Lead-Free certificate from a DCA certified company) OR
 2. Multiple dwelling that has been registered with the DCA as a multiple dwelling for at least 10 years, either under the current or a previous owner, and has no outstanding lead violations from the most recent cyclical inspection performed on the multiple dwelling under the “Hotel and Multiple Dwelling Law,” P.L.1967, c.76 (C.55:13A-1 et seq.) OR
 3. Dwelling was constructed during or after 1978
- If your rental dwelling meets one of the exemption categories, a Rental Dwelling Lead Exemption Form (attached) must be filled out and submitted
- Landlords have the option of obtaining a Lead-Safe certificate or a Lead-Free certificate. Details on the two types of certificates are as follows:
 - Lead-Safe Certificate
 - Inspection can be done by Randolph Township Health Department or a 3rd party NJ DCA certified company
 - Lead-Safe Certificate is valid for 3 years
 - Randolph Township inspection fee is \$220 per unit. Fees charged by NJ DCA certified companies vary, please reach out to those companies for quotes.
 - Lead-Free Certificate
 - Inspection can only be done by a 3rd party NJ DCA certified company
 - Certificate is valid for the lifetime of the dwelling
 - After receiving Lead-Free certificate from 3rd party NJ DCA certified company, the inspection report, lead-free certificate, and completed exemption form must be submitted to the Town.



**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.

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.

Date

Landlord or Authorized Representative

SEND COMPLETED FORMS TO TENANTS AND MUNICIPAL CLERKS ONLY