



PLUMSTED TOWNSHIP

Landlord Registration Statement in Compliance with N.J.S.A. 46:8-28

To be filed in Plumsted Township Municipal Building, 121 Evergreen Road, New Egypt, NJ 08533
609-758-22401 ext. 105

This information is to be updated upon any change in tenancy.

Block: _____ **Lot(s):** _____ **Number of dwelling units:** _____

Address: _____

- (1) The name and address of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:**

Name: _____ Phone#: _____

Address: _____ Email: _____

- (2) If the record owner is a corporation, the name and address of the registered agent and corporate officers are as follows:**

Name: _____ Phone#: _____

Address: _____ Email: _____

- (3) If the name of any owner is not located in Ocean County, the names and address of a person who resides in or has an office in Ocean County and is authorized to accept notices from a tenant to issue receipts therefore and to accept service of process on behalf of the record owner (other than the tenant):**

Name: _____ Phone#: _____

Address: _____ Email: _____

- (4) The name and address of the managing agent of the premises, if any:**

Name: _____ Phone#: _____

Address: _____ Email: _____

- (5) The name and address, including the dwelling unit, apartment or room number, of the superintendent, janitor, custodian or other individual employed by the record owner or managing editor to provide regular maintenance service, if any:**

Name:_____ Phone#:_____

Address:_____

- (6) 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 premises or any unit of dwelling space therein, including such emergencies as the failure of any essential service or system, and who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection therewith:**

Name:_____ Phone#:_____

Address:_____

- (7) As to each rental unit, a specification of the exact number of sleeping rooms contained in the rental unit and the exact number of sleeping accommodations contained in each of the sleeping rooms, identifying each sleeping room specifically by number and location within the apartment or dwelling and by the square footage thereof.**

- (8) Number of occupants or tenants occupying the rental unit.**

- (9) The name and address of all holders of recorded mortgages on the property are as follows:**

Name:_____ Phone#:_____

Address:_____

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

Name: _____ Phone#: _____

Address: _____

I certify that the foregoing information provided by me is true and correct. I am aware that if any of the foregoing information is willfully false, I may be subject to punishment.

Signature of Record Owner

Printed Name of Record Owner

Date

Pursuant to the terms of N.J.S.A. 46:8-26 et seq. at the time of filing a Certificate of Registration, the landlord shall provide each occupant or tenant in the premises with a copy of the Annual Rental Certificate of Registration. A copy of this information is also on file with the Plumsted Township Housing/Rental Office. After any change the information required to be included, every landlord shall file an amended Certificate of Registration within 20 days of the change. Upon filing of an amendment to a Certificate of Registration, the landlord shall provide each occupant or tenant in the premises with a copy of amended tenancy of occupancy or, where there is no change, at least every 2 years. No tenant shall occupy a rental unit where a Continued Certificate of Occupancy (CCO) has not been issued from the Plumsted Township Housing/Rental Owner.

Filed with Plumsted Township Clerk on:

_____ day of _____, 20_____

Jennifer Witham, Municipal Clerk *or*
Nadene Cicero, Deputy Municipal Clerk



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TENANT INFORMATION

In addition to the registration information set forth above, every owner shall file with the Code Enforcement and provide a copy to each individual tenant, by separate forms, the name, age and address, including the dwelling unit number, telephone number and email address of each occupant or tenant occupying a rental unit and a floor plan of the rental unit. ***Tenant information shall only be required for legal adults, 18 years of age or older.*** These forms shall be filed with the Construction Official and shall not be available for public inspection.

1. The name, address and phone number of all TENANTS OVER THE AGE OF 18 are as follows:

Unit Number: _____

Name: _____ Phone#: _____

Address: _____ Email: _____

Name: _____ Phone#: _____

Address: _____ Email: _____

Name: _____ Phone#: _____

Address: _____ Email: _____

Name: _____ Phone#: _____

Address: _____ Email: _____

Floor plan attached

2. The name, address and phone number of all TENANTS OVER THE AGE OF 18 are as follows:

Unit Number: _____

Name: _____ Phone#: _____

Address: _____ Email: _____

Name: _____ Phone#: _____

Address: _____ Email: _____

Name: _____ Phone#: _____

Address:_____Email:_____

Name:_____Phone#:_____

Address:_____Email:_____

3. The name, address and phone number of all TENANTS OVER THE AGE OF 18 are as follows:

Unit Number: _____

Name:_____Phone#:_____

Address:_____Email:_____

Name:_____Phone#:_____

Address:_____Email:_____

Name:_____Phone#:_____

Address:_____Email:_____

Name:_____Phone#:_____

Address:_____Email:_____

Floor plan attached

4. The name, address and phone number of all TENANTS OVER THE AGE OF 18 are as follows:

Unit Number: _____

Name:_____Phone#:_____

Address:_____Email:_____

Name:_____Phone#:_____

Address:_____Email:_____

Name:_____Phone#:_____

Address:_____Email:_____

Name:_____Phone#:_____

Address:_____Email:_____

Floor plan attached



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LIST OF ADDITIONAL REQUIRED DOCUMENTATION

Documents to be provided to the Township with the registration:

- (1) A copy of the deed establishing ownership of the premises;
- (2) A copy of the lease;
- (3) If the premises is managed by a property manager or agent: a property management agreement or such document evidencing that the property manager or agent has agreed to be responsible for the premises;
- (4) If the owner is an entity registered with the New Jersey Department of Treasury, certificate of good standing.
- (5) In addition to all such other documents, the applicant shall include a copy of a valid driver's license for the owner of record, if an individual, each partner of any partnership, any managing partner of any limited-liability corporation. If said individual does not have a valid driver's license, then in that event the applicant shall submit a photo identification of the individual which otherwise meets the requirements of this chapter.

The owner is required to update any of the above-listed documentation any time there is a change in status, change of tenancy or change of property manager.