



BOROUGH of ROSELAND

300 Eagle Rock Avenue, Roseland, NJ 07068

www.roselandnj.org

MAYOR **JAMES R. SPANGO**

Steven Willenborg

Code Enforcement Department

Telephone: (973) 403-6046

codeenforcement@roselandnj.org

STEPS FOR SUBMITTING YOUR LANDLORD REGISTRATION FORM

1. This form is to be used only for the first time you register as a landlord for the property.
2. Do not put multiple rental units on the same form. PLEASE FILL OUT A SEPARATE FORM FOR EACH UNIT YOU OWN.
3. Review your Landlord Registration Form to ensure all information is correct.
4. Complete all of the fields on the form and sign where indicated.
5. Print legibly and spell names of ALL tenants, including children.
6. If you do not have a Rental Certificate for the current tenants, you must apply for one when you submit your landlord registration.
7. You can either email the completed paperwork to 'CodeEnforcement@RoselandNJ.org', mail it to the attention of 'Code Enforcement', or drop it off, at 300 Eagle Rock Avenue, Roseland, NJ 07068 during regular business hours.

Please call (973) 403-6046 with any questions during our regular business hours, Monday-Friday 8:30 am – 4:30 pm.

Thank you.

Code Enforcement Department

REGULATIONS FOR THE LANDLORD IDENTITY REGISTRATION FORM - N.J.A.C. 5:29-1.1

§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 (3 or more units) 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) 633-6240 for registration applications for buildings with three or more dwelling units.)**

Pursuant to N.J. Senate Bill S-1368 signed into law in 2022, all owners of rental units are to maintain current liability insurance and must register ANNUALLY a copy of their current liability insurance with the Borough Clerk's office. A separate Certificate of Insurance Application will be sent from the Borough Clerk, requesting a copy of your current Liability Insurance Certificate, which must be filed with the Clerk and distributed to Tenants in single unit dwellings and in two-unit dwellings that are not owner-occupied.

LANDLORD REGISTRATION FORM

Property Information			
Street Address & Dwelling Unit Number	Block	Lot	Qualifier

Owner Information			
Name			
Address	City	State	Zip
Email	Cell #	Home #	

Owner of Property is a: ☐ Corporation ☐ Partnership ☐ LLC ☐ Individual			
Pursuant to state law (N.J.S.A. 46:8-28), the property owner shall supply the names and addresses of all general partners in the case of partnership, or corporate officers in the case of a corporation. (Attach additional pages if necessary)			
Name	Address	Title	
1. _____	_____	_____	
2. _____	_____	_____	
3. _____	_____	_____	

Registered Agent (If owner of record is a corporation)			
Name			
Address	City	State	Zip
Email	Cell #	Phone #	

Managing Agent		☐ Check here if there is no managing agent
Name		
Address	City	State Zip
Email	Cell #	Phone #

Authorized Agent (Required to be within Essex County)			
<i>If no owner(s) and no managing agent resides within Essex County, in which the dwelling is located, please provide contact information for a person who resides in the county and is authorized to accept notices from a tenant, issue receipts for those notices, and accept services of process on behalf of out of county record owner(s).</i>			
Name			
Address	City	State	Zip
Email	Cell #	Phone #	

Superintendent/Janitor/Custodian ☐ Check here if there is no such agent		
Name		
Address	City	State Zip
Email	Cell #	Phone #

Emergency Contact Information		
<i>Individual representative of the owner or managing agent who may be reached at any time in the event of an emergency affecting the dwelling and/or who has authority to make emergency decisions concerning the premises including the making of repairs and expenditures.</i>		
Name		
Address	City	State Zip
Email	Cell #	Phone #

Bank or Financial Company Holding a Mortgage ☐ Check here if there is no mortgage		
<i>Provide the name and address of all banks or entities who own the mortgage loan that was extended to the homeowner.</i>		
Name	Address	Title
1. _____	_____	_____
2. _____	_____	_____

Heating Fuel Type: ☐ Propane (<i>complete section below</i>) ☐ Fuel Oil (<i>complete section below</i>) ☐ Natural Gas ☐ Electric ☐ Fuel Oil but landlord does not provide heat	
Name of Company	Grade / Type of Fuel Oil
Address	City State Zip
Sewer System ☐ Public Sewer ☐ Private Septic	
Water Supply ☐ Public Water ☐ Private Well	

Name all tenants, including minors: (Please PRINT clearly)	
Tenant Emergency Phone Number: _____	

Lead-Safe Certificate (Only applicable for dwellings built before 1978)

If the property has a Lead-Free Certificate a copy must be attached to this application.

Expiration Date of Current Lead-Safe Certificate: _____

By affixing my signature below, I certify that the above information is true and that I am the owner/landlord, corporate officer, or partner/manager authorized to sign this registration. I further certify that I will not authorize more than the maximum permitted number of tenants which is set forth on the current Rental Certificate for this dwelling unit. I further certify that I understand pursuant to Chapter 11 of the Code of the Borough of Roseland, an application to renew the Landlord Registration Form shall be filed annually, no later than January 31st, and amended, as necessary, within 20 days of each change of occupancy of the rental unit. I understand that in the event there are any changes in ownership of this rental facility, or rental status, I am required by law to notify the Borough of Roseland before such changes occur.

Name of Landlord / Authorized Agent

Signature of Landlord / Authorized Agent

Date

Received By: _____

- **OFFICE USE ONLY** -

Received On: _____