

CITY OF BURLINGTON 525 High Street, Burlington, NJ 08016

RENTAL FACILITY REGISTRATION APPLICATION

PURSUANT TO AMENDED ORDINANCE # 15.20.180

Note: Please read Instructions/Requirements on Reverse Side and Answer ALL Questions or Designate N/A (Not Applicable)
PLEASE PROVIDE A COPY OF YOUR VALID DRIVERS LICENSE

1. **Rental Property Address** _____ Burlington, NJ **Block** _____ **Lot** _____
(Street/Location - **not P.O. Box**) **Unit** _____

2. **Owners Name** _____

Home Address _____

Phone# _____

Record Owner is a Corporation _____ (Yes/No) Record Owner is a Partnership _____ (Yes/No)

Registered Agent _____
(Name) (Address (no PO Box),, City, State, Zip) (Phone #)

3. **Manager/Local Contact Information:** **If owner is not a resident of Burlington County, NJ**, please provide the information of an individual that you have authorized for acceptance of notices from tenant, to issue receipts therefore and accept/contract service of process on behalf of the record owner:

(Name) (Address (no PO Box) City, State, Zip Code) (Phone #)

4. **Superintendent/Janitor/Custodian or Other Individual** to Provide Regular Maintenance Service:

(Name) (Address (no PO Box), City, State, Zip Code) (Phone #)

5. **Owner's Emergency Representative** - in absence of owner/agent, **NOT IN SAME RESIDENTS AS OWNER or TENANT**, in time of emergency that is authorized to make emergency decisions regarding this rental unit

(Representative) (Address (no PO Box), City, State, Zip Code) Day Phone# _____
Night Phone# _____

6. **Mortgage Holder Information.** List all company holders of recorded mortgages on this rental property.

Name _____

Address _____

7. **Unit Utilities Information:**

Owner's Responsibility _____ (Yes/No) Heat____, Electric____, Water____, Sewer____, Yard Maintenance _____

Tenant's Responsibility _____ (Yes/No) Heat____, Electric____, Water____, Sewer____, Yard Maintenance _____

Fuel Dealer's Name: _____ Address _____ Phone # _____

8. **Number of Sleeping Rooms in this Unit** _____

(Additional Requirement: A Floor Plan for **each Unit** must be attached to this form. Plan needs to be to scale.)

9. **Names of All Current Occupants:** _____

10. **Registration Fee Information:** \$ **100.00** Payment Enclosed or ___ Exempt Fee - No Payment is required, qualifying NJ Property Tax as Senior Citizen Resident Owner, I am exempt from registration fee.

11. **Non-Rental Unit Certification** _____ I certify this is not a Residential Rental Unit.

12. **Owner/Agent Certification:** I hereby certify that all the above information is true to the best of my knowledge, and belief. I am aware that if the foregoing information is willfully false, that I am subject to penalties and criminal prosecution.

Date _____ **Owner/Agent Signatures** _____

****Note:** Every person required to file this registration form pursuant to this registration shall file an amended registration form within 3 (three) days after any change in the information required to be included thereon. No additional fee shall be required for the filing of an amendment except when ownership of this unit is changed. All property fees must be paid and all municipal charges satisfied or this application will be considered incomplete and not in compliance with the amended Ordinance # 15.20.180.

FOR OFFICIAL USE ONLY

\$ _____ Registration Fee \$ _____ Re-inspection Fee _____ Fee Exempt _____ Taxes, Utility Fees, Assessments Satisfied
_____ Control Number _____ Inspection Compliance Date _____ Inspector's Signature

Registration Form Due by: _____
(Don't forget to include floor plans)

CITY OF BURLINGTON
Rental Unit Registration Requirements

- A registration form shall be required for each Rental Unit and a Certificate of Registration shall be issued to the owner for each Rental Unit, even if more than one (1) rental unit is contained in the property. If you have received a form for a unit identified by our records as a Rental Unit in error, you must check item #11 of the registration, sign, date, and return the form to the Code Enforcement Office.
- Every person required to file a registration form pursuant to the amended Ordinance #15.20.180 shall file an amended registration form within 20 days of any change in the information required, to be included thereon. No fee shall be required for the filing of an amendment except where the ownership or tenancy of the premises is changed and a new Certificate of Registration is required.
- At the time of registration of a Rental Unit as required by 15.20.180C(2), and prior to the issuance of a Certificate of Registration, the Landlord or agent thereof must pay a fee in accordance with the following schedule for the purpose of having the Rental Unit inspected by the City and having the City issue the Certificate of Registration.
- Fees:
 1. **Upon initial registration and following the expiration of every two year period thereafter a fee of one hundred dollars (\$100.00) shall be assessed, which includes an inspection and one (1) subsequent re-inspection (to be completed within thirty (30) days of a failed initial inspection).**
 2. **Any changes of occupancy, except those changes of occupancies specified during the initial registration or upon each subsequent two year inspection, shall be assessed a fee of \$100.00 which includes an inspection and one subsequent re-inspection (to be completed within thirty (30) days of a failed inspection).**
 3. **Any subsequent re-inspection conducted in excess of those specified in subsections (1) and (2) above shall be assessed a fee of \$150.00 (to be completed within thirty (30) days of the most recent re-inspection).**
 4. **Should an inspector arrive for a scheduled inspection and the owner or their agent is not present to grant access to the Rental Unit, the full amount of the inspection fee shall be charged and the Landlord will be required to re-schedule the inspection at a fee of \$100.00.**
 5. **Fees not paid shall be subject to a late fee of \$30.00 per month.**
 6. **Fees set forth in this subsection shall be modified by resolution of the Common Council**
- **“Repairs not completed within thirty (30) days of the re-inspection shall result in the issuance of a court summons. Requests for extensions shall be in writing demonstrating compelling reasons for the need for such extension. The grant of such extension is subject to the City’s discretion.”**
- There shall be no fee if the owner of the property is a Senior Citizen who resides in a unit of the property and rents the remaining unit and would qualify for a State of New Jersey Property Tax Deduction under N.J.S.A. 54:4-8,41.
- No certificate of registration will be issued for any property containing a Rental Unit unless all Municipal taxes, water and sewer charges any other Municipal assessments are paid on a current basis.
- Any person who violates any of the provisions of this Ordinance, unless another penalty is provided, shall upon conviction thereof, pay a fine of no more than Two Thousand Dollars (\$2000.00) or imprisonment for any term, not exceeding 90 days, or a period of community Service not exceeding 90 days.