

CERTIFICATE NO. \_\_\_\_\_

**TOWNSHIP OF UNION RENTAL PROPERTY REGISTRATION**

*(Chapter 419 of the Municipal Code)*

**SHOULD YOU HAVE ANY QUESTIONS OR CONCERNS REGARDING THIS APPLICATION, PLEASE CALL (908) 851-5244.**

**FAILURE TO RETURN COMPLETED APPLICATIONS WILL RESULT IN A SUMMONS, FINE AND/OR POSSIBLE IMPRISONMENT.**

**PLEASE RETURN APPLICATION TO:**

Eileen Birch, Township Clerk  
1976 Morris Avenue, Union, NJ 07083  
(908) 851-8501

**I. Rental Property Address** \_\_\_\_\_  
**Block** \_\_\_\_\_ **Lot** \_\_\_\_\_

**II.** I, the undersigned, submit the following information in reference to N.J.S.A. 46:8-28 regarding the above referenced property. I certify the information to be true and accurate.

a. **CHECK THE APPROPRIATE BOX BELOW REGARDING THE HOUSE TYPE AND USE:**

**Single Family – House With Only 1 Dwelling Unit**

Owner Occupies the Entire House No Fee  
House is Leased to a Tenant \$50.00 Fee

**Two Family – House With 2 Separate Dwelling Units**

Owners Occupy Both Units (No rentals) No Fee  
Owner Occupies One Unit/2<sup>nd</sup> Unit Leased to Tenant \$50.00 Fee  
Both Units Are Leased to Tenants \$100.00 Fee

**Three Family – House With 3 Separate Dwelling Units**

Owners Occupy All Three Units (No rentals) No Fee  
Owner Occupies Two Units/3<sup>rd</sup> Unit Leased to Tenant \$50.00 Fee  
Owner Occupies One Unit/ 2 Units Leased to Tenants \$100.00 Fee  
All Three Units Are Leased to Tenants \$150.00 Fee

b. Provide the name, mailing address and daytime telephone number of the record owner(s) or registered agent of the premises and the name and address of the rental business if not the same person. In the case of a partnership, LLC, or other business relationship, the names of all general partners must be provided. (Use an additional sheet of paper if necessary).

Owner or Registered Agent \_\_\_\_\_  
Address \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Evening Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

c. Emergency Contact

Provide the name, address and phone numbers (daytime and evening) of an individual who may be contacted in the event of an emergency affecting the premises or any unit of the dwelling.

Name \_\_\_\_\_ Daytime Phone \_\_\_\_\_  
Address \_\_\_\_\_ Evening Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_

d. Provide below the name and address of every holder of a recorded mortgage on the premises:

1. \_\_\_\_\_  
2. \_\_\_\_\_

e. Heating: Please check one: Gas Heat \_\_\_\_\_ Fuel Oil Heat \_\_\_\_\_  
If Oil heat is used, please include the name, address and phone number of the provider.

\_\_\_\_\_  
\_\_\_\_\_

- f. Provide the full legal names, ages and genders (male or female) of all tenants (including children) living in the premises. (Use an additional sheet of paper if necessary.) Any incomplete application will not be accepted.

**Unit One**

1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

**Unit Two**

1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

**Unit Three**

1. \_\_\_\_\_ 3. \_\_\_\_\_  
 2. \_\_\_\_\_ 4. \_\_\_\_\_

**III. Fees: Annual Registration - \$50.00 Per Rental Unit – Due Upon Registration Submission**

**a. Inspection Fees**

**Initial Inspection – Free  
 Second Re-Inspection - \$25.00 Per Unit**

**First Re-Inspection – Free  
 Additional Re-Inspection - \$50.00 Per Unit**

**If any fee is not paid within 30 days of its due date, an additional late surcharge of \$30.00 will be assessed for each month past due.**

- b. Each rental unit will be inspected at least once a year.
- c. Any change in ownership will require, within twenty days of the change, a new registration form, fee and inspection of the premises. Any change in tenancy will require a new registration form within twenty days of change at no fee.
- d. Every owner and/or landlord must provide a copy of the registration certificate to each tenant or it must be posted in a conspicuous place within the rental unit.
- e. There is no fee if the property owner is receiving a Senior Citizen or Disabled Person Property Tax Deduction under the laws of the State of New Jersey. Also, there is no fee if the property owner is registered as a 501(c)3 Corps. and considered tax exempt by the Internal Revenue Service.

**IV. PLEASE INCLUDE A SIMPLE FLOOR PLAN SKETCH OF THE RENTAL PREMISES.**

IV. Any person violating or failing to comply with any other provision of this chapter shall, upon conviction thereof, be punishable by a fine of no less than \$100.00 and no more than \$1,250.00, by imprisonment of not to exceed ninety days or by community service of not more than ninety days or any combination of fine, imprisonment and community service as determined in the discretion of the Municipal Court Judge. The continuation of such violation for each successive day shall constitute a separate offense and the person or persons allowing or permitting the continuation of the violation may be punished as provided above for each separate offense.

The violation of any provision of this chapter shall be subject to abatement summarily by a restraining order or injunction issued by a court of competent jurisdiction.

\_\_\_\_\_  
 SIGNATURE OF APPLICANT

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 SIGNATURE OF APPLICANT

\_\_\_\_\_  
 DATE