

CERTIFICATE NO. _____

YEAR: **2021**

TOWNSHIP OF UNION RENTAL PROPERTY REGISTRATION
(Chapter 419 of the Municipal Code)

IF YOU DO NOT COLLECT RENT, COMPLETE SECTIONS I, IIa AND IIb. SIGN & RETURN THE FORM.

ALL PERSONS RECEIVING THIS FORM MUST RETURN THE COMPLETED FORM TO:

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

I. **Property Location** _____
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/2nd 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/3rd 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

Other (Provide Description Below)

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, the names of all general partners shall be provided.

Owner or Registered Agent _____
Address _____ Daytime Phone _____
Email _____

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 _____

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

1. _____
2. _____

e. If fuel oil is used to heat the building and the landlord provides the heat, provide the name, address and phone number of the fuel oil dealer.

- f. Provide the names, ages and genders of all tenants living in the premises. (Use an additional sheet of paper if necessary.)

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. PLEASE INCLUDE A FLOOR PLAN SKETCH OF THE RENTAL PREMISES.**
c. Each rental unit will be inspected at least once a year.
d. 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.
e. 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.
f. 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. 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 nor 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

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 DATE

FOR INTERNAL USE ONLY

Building Dept. Approved Not Approved

Inspector's Name: _____

 Eileen Birch, Municipal Clerk

 Date Issued