

## LANDLORD REGISTRATION

This is a **STATE** requirement under **N.J.S.A. 46:8-26 et. seq.**

1. The landlord registration requirement applies to all rental premises or units used for dwelling purposes except owner-occupied premises with not more than two rental units.
2. Within (30) days of transfer of ownership, or creation of new apartments, owner must file appropriate registration statements with:
  - A. The Municipal Clerk of the municipality, or with such other municipal official as is designated by the Municipal Clerk, in which the residential property is situated for one or two family non-owner occupied rental dwelling.
  - B. For dwellings with more than two rental units:
    - a. Landlord must go to the Bureau of Housing Inspection in the Department of Community Affairs.
    - b. Department of Community Affairs (DCA) sends copy of filed statement to Municipal Clerk for the public records of the municipality.

After any change in the information required to be included, every landlord shall file an amended certificate of registration within twenty (20) days of the change.

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 Certificate of Registration.**

Upon the filing of an amendment to a Certificate of Registration, the landlord shall provide each occupant or tenant in the premises with a copy of the Amended Certificate of Registration within seven (7) days of filing.

### EVICTION/POSSESSION OF PREMISES

1. In any action for possession instituted a landlord who has failed to comply with the provisions of this act, no judgment for possession shall be entered until there has been compliance.
2. The Court shall continue such case fur up to ninety (90) days, and if there has not been compliance within such period, the action is dismissed.

### CERTIFICATE ON FILE, AVAILABLE FOR PUBLIC INSPECTION

1. Upon filing of a Certificate of Registration with the Municipal Clerk, the Municipal Clerk shall index and file the certificate and make it reasonably available for public inspection.
2. Upon filing of a Certificate of Registration with the Bureau of Housing, the Bureau shall validate the Certificate and issue a validated copy to the landlord and a validated copy to the Municipal Clerk of the municipality in which the building is located. The Municipal Clerk shall index and file them and the certificates shall be made available for public inspection.

**BOROUGH OF KEYPORT  
LANDLORD REGISTRATION**

**PROPERTY ADDRESS** \_\_\_\_\_

1. Name, address, and phone number of the record owner(s) of the premises and the record owner(s) of the rental business, if not the same person:

\_\_\_\_\_

2. If the address of any record owner is not located in the county in which the premises are located, the name and address of a person who resides in the county in which the premises are located and is authorized to accept notices from a tenant and to issue receipts therefore and accept service of process on behalf of the record owner:

\_\_\_\_\_

3. Name and address of the managing agent of the premises:

\_\_\_\_\_

4. 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 agent to provide regular maintenance: \_\_\_\_\_

\_\_\_\_\_

5. Name, address and telephone number of an individual representative of the record owner who has the authority to make emergency decisions concerning the building and any repairs thereto:

\_\_\_\_\_

6. Name and address of every record holder of a recorded mortgage on the premises:

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\_\_\_\_\_

7. If fuel oil is used to heat the building and the landlord furnishes the heat in the building, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used:

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8. Name of tenant and unit number \_\_\_\_\_

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Applicant's signature

Date:

\_\_\_\_\_  
Valerie T. Heilweil, RMC  
Municipal Clerk