

Borough of Keyport
70 West Front Street
Keyport, NJ 07735
732-739-3900

Date: January 2009
To: All Owners and Landlords
From: Borough Clerk's Office/ Landlord Registration
Subject: Landlord Registration Ordinance, Chapter 12-14

Please find the enclosed Landlord Registration Statement for the 2009 year. This registration is required by Borough Ordinance for all owners and landlords who rent any residential or commercial units, to register on an annual basis, with the Borough Clerk's office of the Borough of Keyport.

Each owner and landlord must also fill out and return the Landlord Registration Statement, and the Renter/Tenant Information. Copies of all Certificates of Occupancies issued since your last year registration should be attached.

If any rental unit is occupied **without** a Certificate of Occupancy, then the landlord or owner must obtain an application form from the Borough Clerks office and schedule an inspection.

Any violations found will be the responsibility of the owner or landlord to correct before the issuance of a Landlord Registration Certificate.

Failing to have active Certificates of Occupancies or **return this form within 30 days** is punishable by a \$1,250.00 fine and appearance in court.

All Landlord Registration Statements must be mailed to the address above along with the fee schedule listed below. All checks are to be made payable to the Borough Of Keyport.

Any questions, please contact my office.

Fee Schedule

For 1 to 3 units,	fee \$50.00
For 4 to 7 units,	fee \$100.00
For 8 to 10 units,	fee \$150.00
For 11 to 15 units,	fee \$200.00
For 16 to 25 units,	fee \$250.00
For 26 to 50 units or more of fee of \$300.00 together with a fee of \$5.00 per each units in excess of 50 units.	