

Borough of Helmetta
60 Main Street
Helmetta, New Jersey 08828
732 - 521 - 4946 ext. 100

Nancy Martin
Mayor

Sandra Bohinski RMC,CMR
Municipal Clerk/Registrar

RE: LANDLORD REGISTRATION

Landlord registration is governed by N.J.S.A. 46:8-28 et. seq.

The landlord registration shall provide each occupant or tenant with a copy of the Certificate of Registration.

The owner shall provide a floor plan of each unit depicting the number, dimensions and location of each room in the unit. No space shall be used for sleeping purposed which has not been so designated as a sleeping area on the sketch provided by the owner and approved by the Construction and Code Enforcement Officials, which shall be on file with the Construction Official.

In the event the tenancy changes during the year, the landlord, owner or managing agent shall, within thirty (30) days of the change in tenancy, provide an updated Rental Property Registration Statement for every unit in which a change in tenant has occurred. This shall be in addition to the requirement for obtaining a Certificate of Occupancy and Fire Prevention inspection for the change of tenancy. A change shall mean the addition or deletion in the number of persons included in the annual statement.

PLEASE READ THE ENCLOSED COPY OF THE ORDINANCE REGARDING FEES, INSPECTIONS, REVOCATION OF LICENSE, OCCUPANCY AND VIOLATIONS AND PENALTIES. The fee is \$100.00 per unit.

Following you will find a copy of the registration form.

Please mail to:

Borough of Helmetta
Attn.: Joseph Kotora
Landlord Registration
60 Main Street
Helmetta, New Jersey 08828

Thank you for your cooperation.

Thank you for your cooperation.

Year _____

LANDLORD REGISTRATION AND DISCLOSURE FORM
(Pursuant to N.J.S.A. 46:8 – 26 et. seq.)

RE: _____

(Address of premises)

The below named Landlord pursuant to N.J.S.A. 46:8-26 et seq. does hereby register the above captioned premises with the Clerk of the Borough of Helmetta wherein said premises are situate, and does hereby make the following disclosures to all current and future residents:

A. OWNER:

(Name) _____

(Address) _____

(Telephone Number) _____

B. CORPORATE INFORMATION: (please include all partners in case of a partnership, all members in case of a Limited Liability Company and all shareholders in the case of a private Corporation.)

(Name and addresses – back of paper can be used if more space needed)

C. LOCAL AGENT (if owner does not live in Middlesex County)

(Name and address of resident in Middlesex County who is authorized to accept notices from a tenant or the Borough and to issue receipts for these notices and to accept service of process on behalf of record holder.)

D. MANAGING AGENT (if premises managed by an agent)

(Name and Address)

E. MAINTENANCE – Regular maintenance is provided by:

() Owner does maintenance.

() Tenant does maintenance.

(Name, address and telephone number of Superintendent, Janitor or Custodian)

F. EMERGENCIES – (Name and address of individual to contact in case of emergency and who has authority to make emergency decisions.)

G. NUMBER OF TENANTS occupying each unit. _____

H. MORTGAGES (Name and address of all holders or recorded mortgages)

I. FUEL OIL (Name and address of the fuel oil dealer servicing the unit and the grade of oil used.)

c: Chief of Police
Construction Official
Code Enforcement Official

Fire Chief
School Board