

Borough of Helmetta
51 Main Street
Helmetta, New Jersey 08828
732 - 521 - 4946 ext. 100
732 - 605 - 9466 (fax)

Chris Slavicek
Mayor

Sandra Bohinski, RMC/CMR
Municipal Clerk

May 28, 2019

Dear Landlord,

It is a State Statute that all Landlords register with the Municipal Clerk. Please fill out the enclosed form and return it to Sandra Bohinski, Municipal Clerk, 51 Main Street, Helmetta, NJ 08828. There is no fee. You can mail it in, bring it to the Municipal Building between the hours of 9:00 A.M. to 2:30 P.M., or place it in the outside locked mailbox (gray, standing up by the side entrance). According to the law, a copy must also be provided to your tenant.

If you do not know your Block and Lot Number, don't worry about that I will enter them. Even if a relative is living in the unit a form must still be filled out.

If you have any questions please call me at 732-521-4946 ext 100 or e-mail me at s.bohinski@helmettaboro.com.

Very truly yours,

Sandra Bohinski

Sandra Bohinski, RMC/CMR
Municipal Clerk

Enc.

LANDLORD REGISTRATION AND DISCLOSURE FORM
(Pursuant to N.J.S.A. 46:8 – 28 et. seq.)

RE: _____

(Address of premises)

The below named Landlord pursuant to N.J.S.A. 46:8-28 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) _____

(E-mail Address) _____

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. LAST NAMES OF TENANTS _____

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

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

Name of resident _____

Signature of Owner

LANDLORD REGISTRATION

46:8-28 Certificate of registration; filing, contents.

2. Every landlord shall, within 30 days following the effective date of this act, or at the time of the creation of the first tenancy in any newly constructed or reconstructed building, file with the clerk of the municipality, or with such other municipal official as is designated by the clerk, in which the residential property is situated, in the case of a one-dwelling unit rental or a two-dwelling unit non-owner occupied premises, or with the Bureau of Housing Inspection in the Department of Community Affairs in the case of a multiple dwelling as defined in section 3 of the "Hotel and Multiple Dwelling Law" (C.55:13A-3), a certificate of registration on forms prescribed by the Commissioner of Community Affairs, which shall contain the following information:

a. The name and address of the record owner or owners of the premises and the record owner or owners of the rental business if not the same persons. In the case of a partnership the names of all general partners shall be provided;

b. If the record owner is a corporation, the name and address of the registered agent and corporate officers of said corporation;

c. 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 therefor and to accept service of process on behalf of the record owner;

d. The name and address of the managing agent of the premises, if any;

e. The 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 service, if any;

f. The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the premises or any unit of dwelling space therein, including such emergencies as the failure of any essential service or system, and who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection therewith and shall, at all times, have access to a current list of building tenants that shall be made available to emergency personnel as required in the event of an emergency;

g. The name and address of every holder of a recorded mortgage on the premises;

h. 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.

L.1974,c.50,s.2; amended 1980, c.170, s.8; 1981, c.299, s.2; 1981, c.442, s.2; 1981, c.511, s.20; 2001, c.264, s.1; 2003, c.56, s.2.

46:8-28.1 Certificate; indexing, filing; inspection; fee; validation.

3. In the case of a filing under section 2 of P.L.1974, c.50 (C.46:8-28) with the municipal clerk, or with such other municipal official as is designated by the clerk, the clerk or designated official shall index and file the certificate and make it reasonably available for public inspection. In the case of a filing with the Bureau of Housing Inspection, the filing shall be accompanied by the filing fee required pursuant to section 12 of P.L.1967, c. 76 (C. 55:13A-12). The bureau shall review the certificate and, if it is found to be in conformity with this law and any regulations promulgated hereunder, validate the certificate and issue a validated copy to the landlord and a validated copy to the clerk of the municipality in which the building or project is located. The clerk shall index the validated certificates, or forward them to the designated official for indexing, and the certificates shall be made available as with the certificates required of one and two dwelling unit nonowner occupied premises.

L.1981,c.442,s.3; amended 2001, c.264, s.2.

Sandra Bohinski, RMC
Municipal Clerk
732-521-4946 x100