Effective 10/9/2018, the City of East Orange will no longer accept any application (C of H, C of C, Decontrol, Rent Control, VAP registration, or permits) without the following information:

❖ Full name of owner.
❖ Full address (No Post Office Box Numbers).
❖ Contact phone numbers.
❖ If the entity is an LLC, the City must be supplied with information for the managing agent along with the LLC’s Certificate of Formation.
❖ All C of H applications of 4 units or more must have the superintendent’s name, address, and phone number, and license number or copy of the license.
❖ All C of C applications must have the name, address, and phone number of buyer and seller.
❖ All VAP registration applications must have the name, phone number, and address of the owner, CEO, managing agent for the bank, LLC, or preservation company. All LLCs must submit a Certificate of Formation.

If the application is not filled out completely as outlined above, the application will not be accepted.

Thank you for your cooperation.

Eladio Negron
Acting Director