



City of East Orange, N.J.

Mayor Ted R. Green

RENT LEVELING DIVISION-BUILDING REGISTRATION AND ITEMIZED RENT ROLL FORM

FILING DATE: _____

For Property Address: _____ **Blk**__ **Lot** __

In accordance with Section 55 of Chapter 159 and Section 14 of Chapter 218 of the City of the Code of East Orange, the undersigned Landlord hereby makes and delivers to the Department of Property Maintenance the following Building Registration and Itemized Rent Roll:

1. (A) Name and Home Address of Record Owner(s) of the Premises:

(B) Name and Home Address of Record Owner(s) of the Rental Business if not the same person:

2. If the Record Owner(s) is a Corporation, the Name, Home Address & Business Address of its Registered Agent:

3. If the Address of Record Owner(s) is outside Essex County, New Jersey, the Name, Home Address, Business Address and Phone Number of the In-County Agent authorized to accept Complaints from tenants and to issue Receipts thereof, and to accept Service of Process on Behalf of the Record Owner

Tele: _____

Tele: _____

**4. Name, Home Address, Business Address and Phone Number of Managing Agent of the Premises,
If any:**

_____	_____
_____	_____
Email: _____	Tele: _____

5. Name, Address & Phone Number of any other individual who may be contacted in the event of An Emergency and who has the authority to make Emergency Decisions and Expenditure in connection with required repairs:

_____	_____
_____	_____
Tele: _____	Tele: _____

6. Name & Address of every holder of a Recorded Mortgage on the Premises

_____	_____
_____	_____
_____	_____

If there be a change in any of the foregoing Registration of Itemized Rent roll, an Amended Registration of Itemized Rent Roll shall be executed with the Clerk of the City of East Orange, New Jersey within 30 days after any change.

Landlords excluded from the preparation of filing:

The Term "Landlord" as used in the foregoing shall mean the Person or Persons who own or purport to own any building, structure, or complex of buildings or structure in which there is rented or offered for rent housing space for living or dwelling purposes under either written or oral lease, provided that this definition shall not include owner occupied two and three unit premises.

Instructions as to Execution:

If by Corporation this Registration must be executed by president or any other Officer authorized to make and file this Registration. If by partnership, one of the partners must make and files this registration.

If by individual must make and file this Registration. If by Executor or Administrator, such individual must make and file this Registration. If by any other legal entity recognized by Law, advice must be secured from an Attorney as to making and filing of this registration.

The Landlord is hereby directed to Chapter 50 of the Laws of 1974 and Chapter 2:30-12 of the City of East Orange as to any inquiry with respect to making and filing of this Registration.



**DEPARTMENT OF PROPERTY MAINTENANCE
RENT CONTROL BOARD**

Tel: 973-266-5401 • FAX: 862 930-3580
44 CITY HALL PLAZA • EAST ORANGE, NEW JERSEY 07018
www.eastorange-nj.gov

**Mark Barner
Acting Director**

MAYOR, Ted R. Green

**Mike Galloway
Chairperson**

**Cheryl Crawford
Vice Chairperson**

RENT CONTROL- 218-14 ANNUAL FILING OF RENT ROLL AND ANNUAL FEE APPLICATION

LANDLORD INFORMATION: Name _____

ADDRESS _____

TELEPHONE NUMBER _____ **EMAIL** _____

PROPERTY MANAGER NAME _____ **TELEPHONE NUMBER** _____

PROPERTY ADDRESS _____

Block NO. _____ **LOT NO.** _____ **WARD** _____

Chapter 218: Rent Control and Conversions, shall file an annual rent roll, in accordance with § 218-14, which states, *all owners of property within the City of East Orange whose rents are subject to this chapter shall also file a rent roll on September 1 of every year; the filing fee is \$100 and shall be paid simultaneous with filing.*

ALL FEES MUST BE PAID BY CERTIFIED CHECK OR MONEY ORDER ONLY

ANNUAL RENT ROLL RECORDED? YES ___ **NO** ___ **ANNUAL FEE OF \$100 RECORDED YES** ___ **NO** ___

COLLECTED BY _____ **RECEIPT#** _____ **DATE** _____

Note: All sections of this form must be filled out completely. No application will be considered without the Landlord's or Agent's signature, the correct application fee of \$100.00 and the Rent Roll registration form with Property Maintenance/Rent Leveling office.

SIGNATURE _____ **DATE** _____