City of East Orange, N.J. **Mayor Lester E. Taylor III**

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.

Signature and Certification

The undersigned certifies that this registration Statement and Itemized Rent Roll, including and accompanying schedules and statements, has been examined by him and to the best of his knowledge and belief is true, correct and complete. If this Registration Statement and Itemized Rent Roll is prepared by a person other than the owner, his declaration is based on all the information relating to the matters required to be reported in the Registration Statement and itemized Rent Roll which he has Knowledge

Date: _____

Signature_____ **Title**_____

ITEMIZED RENT ROLL

FILING DATE: _____

Property Address:_____ Block :_____ Lot:_____

Owner of Record: _____

Address of Owner: _____

City: _____ State: _____ Zip Code: _____

Enter Total Number of Each Type of Unit

Apartments: _____ Garages: _____ Parking Facilities: _____

Itemize below each individual Rentable Unit Indicated Above:

Current Tenant First Initial + Last Name	Apt No:	# of Rooms	Rent Amount	Rental Increase Date	Parking Or Garage Fee	Current Tenant First Initial + Last Name	Apt No:	# of Rooms	Rent Amount	Rental Increase Date	Parking Or Garage Fee

Itemize Below Each Individual Rentable Unit Indicated Above:

Current Tenant First Initial + Last Name	Apt No:	# of Rooms	Rent Amount	Rental Increase Date	Parking Or Garage Fee	Current Tenant First Initial + Last Name	Apt No:	# of Rooms	Rent Amount	Rental Increase Date	Parking Or Garage Fee