THE CITY OF EAST ORANGE

44 CITY HALL PLAZA • EAST ORANGE, NEW JERSEY 07018
www.eastorange-nj.gov

LESTER E. TAYLOR, MAYOR

Dwight Saunders
Director

DEPARTMENT OF PROPERTY MAINTENANCE & REVITALIZATION
Rent Control Board
TEL: 973-266-5320 • FAX: 973-675-4192

Armelia Ponton-Grooms
Rent Leveling Administrator

Mike Galloway
Chairperson

Cheryl Crawford
Vice Chairperson

Re: Notice of reminder regarding Filing and Updating of List of Rents and annual fee which shall be paid simultaneously with filing. The annual fee and late fees are for the whole building, not per unit.

Dear Landlord and/or Agent,

Please be advised that all owners of a property within the City of East Orange whose rents are subject to **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***. Note: there is a $25 late charge fee for filing 0-3 months beyond the filing date and a $75 late charge fee for a filing fee more than 3 months beyond the filing date.

If there are further questions or concerns I can be reached at 973 266-5401.

Thank you in advance for your immediate attention to the aforementioned matter.

Respectfully,

Dwight Saunders
Director