



CODE ENFORCEMENT DEPARTMENT

Rent Control Board

THE CITY of EAST ORANGE

44 CITY HALL PLAZA
EAST ORANGE, NEW JERSEY 07018
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Mark Barner
Director

Mike Galloway
Chairman

**Re: ANNUAL SUBMISSION OF RENTS AND REGISTRATION STATEMENT FOR 2021
DUE SEPTEMBER 1, 2021. ([Click here](#))**

Dear Owners/Agents of Tenant Buildings:

The filing of the Annual Itemized Rent-Rolls/Registration Statement and acceptance of this form shall be a prerequisite to any application for granting of tenant's annual rent increase.

Please complete your application in its entirety to help ensure that your application is accepted for processing. APPLICATIONS MUST BE LEGIBLE AND IF INCOMPLETE/INCORRECT OR MISSING PROCESSING FEES IT WILL BE RETURNED. INCOMPLETE APPLICATIONS RETURNED WILL BE CHARGED A LATE FEE IF RESUBMITTED OR POST MARKED AFTER THE EXPIRATION DATE.

September 1st of every year pursuant to the Rent Control & Conversions Chapter 218 City of East Orange General Code. All owners of property with the city of East Orange whose rents are subject to this chapter shall file with the Department of Property Maintenance (Rent Control Division) a list of rents for all units in the property owned by them. This list shall contain a sworn affidavit as to the accuracy of said list. Within 30 days of the date of any change in rent for any dwelling unit, an owner shall notify the Department of Property Maintenance (Rent Control Division) of such change. The information contained in said list shall not be considered confidential and shall be a public record as defined by N.S.S.A 47:1A-1 et seq. A spreadsheet showing how rent was calculated in compliance with the rent control regulations shall be provided with the rent roll.

- The annual fee and late fees are for the whole building, not per unit.
- Annual filing of all rent rolls; **a fee of \$100 shall be paid simultaneous with each filing.**
- **Untimely filing of each rent roll; a late fee shall be paid in-addition with the rent-roll filing as follows:**
(i.e. Rent-Roll Registration Fee \$100.00 + September late fee \$300.00 = \$400.00 Payment Registration filed)
 - (a) September 2nd - September 30th: late fee - \$300.00
 - (b) October 1st - October 31st: late fee - \$500.00
 - (c) November 1st - November 30th: late fee - \$750.00
 - (d) December 1st - December 31st: late fee - \$1,000.00

Because of City Hall's closure to the public due to cautionary procedures as we continue to combat the Coronavirus the Rent Control Division has suspended all in-person submissions of applications until further notice while continuing to provide you service.

How to Pay: Only methods of payment(s): Money Order(s), or Certified Checks. (*Business checks will not be accepted*).

The applications and payments should be mailed or deposited in Blue Dropbox @ lobby entrance of City Hall:

- **Mailing Applications:**
The City of East Orange
Code Enforcement Department
c/o Rent Control Division - 3rd Floor
44 City Hall Plaza
East Orange, New Jersey 07018

Or

- **Dropping off Application(s):** All applications can be delivered to the dedicated drop-box located at the lobby entrance of City Hall Monday - Friday @ 8:30am - 3:00pm. Before you deposit your application(s) in the drop-box, please ensure you have placed documents in an envelope labeled in c/o Rent Control Division - 3rd Floor.

Property owners who fail to register tenancy rent rolls are not permitted to pass through Rental Increases otherwise allowed due to annual general adjustments. The 2021 "Rent Control Year" begins September 1, 2021 and ends August 31, 2022.

Late registration may result in a property owner being served with a Complaint Summons for Non-Registration and/or Excess Rent Receipt and Retention according to **§218-20 Violations and penalties.** ([Click here for the full details of §218-20 Ordinance](#)).

All Rent Control forms and documents are posted on the City of East Orange website address: www.eastorange-nj.gov.