



DEPARTMENT OF CODE ENFORCEMENT
RENT CONTROL DIVISION, Wanda Watson – Rent Regulation Officer

Tel: 973-266-5320 • FAX: 862 930-3580
44 CITY HALL PLAZA • EAST ORANGE, NEW JERSEY 07018
www.eastorange-nj.gov

MAYOR, Ted R. Green

Eladio Negron
Director

Mike Galloway
Chairperson

Re: **ANNUAL SUBMISSION OF RENTS AND REGISTRATION STATEMENT FOR 2022**
DUE SEPTEMBER 1, 2022. ([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 2 nd	-	September 30 th :	late fee	-	\$300.00
(b) October 1 st	-	October 31 st :	late fee	-	\$500.00
(c) November 1 st	-	November 30 th :	late fee	-	\$750.00
(d) December 1 st	-	December 31 st :	late fee	-	\$1,000.00

City Hall is open to the public. To reduce the spread of COVID-19, we encourage you to continue to access the services list below:

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

- **Mailing Applications:** The City of East Orange
Code Enforcement Department
c/o Ms. Tiarrah Dotts, Rent Control Division – 3rd Floor
44 City Hall Plaza
East Orange, New Jersey 07018
Or
- **Dropping off Application(s):** All applications can be delivered in person or delivered to the drop-box located outside the 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 Ms. Tiarrah Dotts, Rent Control Division – 3rd Floor.

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

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 September 1, 2022, rent-roll filings cover increases between September 1, 2022, through August 31, 2023.

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.