

**PLEASE PRINT CLEARLY**

**LANDLORD REGISTRATION STATEMENT  
REQUIRED PURSUANT TO N.J.S.A. 46:8-26**

**RENTAL PROPERTY**

**RENTAL FEE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

AN ACT requiring the filing of registration statements with municipalities by certain owners of residential property under certain circumstances, and further requiring the furnishing of the same information by such owners to their respective tenants.

**REGISTRATION STATEMENT**

1. Every landlord shall, within 30 days following the effective date of this act, or at the time of the Creation of the first tenancy in any newly constructed or reconstructed building, file with the clerk of the municipality in which the residential property is situated a statement which shall contain the following information:

a. The name and address of the record owner or owners of the premises and the record owner or owners of the rental business if not the same persons:

Owner of Premises: \_\_\_\_\_

Address: \_\_\_\_\_

Owner of Business: \_\_\_\_\_

b. If the record owner is a corporation, the name and address of the registered agent and Corporate officers of said corporation:

Name of Registered Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Corporate Officer's Names and Address:

\_\_\_\_\_

\_\_\_\_\_

- c. If the address of any record owner is not located in Ocean County, the name and address of a person who resides in or has an office in the county and is authorized to accept notices from a tenant and to issue receipts therefore and to accept service of process on behalf of the record owner.

Name of Authorized Person: \_\_\_\_\_

Address: \_\_\_\_\_

- d. The name and address of the managing agent of the premises, if any:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

- e. The name and address, including the dwelling unit, apartment or room number of the superintendent, janitor, custodian or other individual employed by the record owner or managing agent to provide regular maintenance service, if any:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

- f. The name, address and telephone number of any individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the premise of any unit of dwelling space therein, including such emergencies as the failure or any essential service or system, and who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection there with:

Name: \_\_\_\_\_ Tel. (Bus.) \_\_\_\_\_

(Res.) \_\_\_\_\_

Address: \_\_\_\_\_

- g. The name and address of every holder of a recorded mortgage on the premises:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

EVERY LANDLORD IS HEREBY REQUIRED TO FILE A REGISTRATION STATEMENT AS DESCRIBED IN THIS SECTION HEREIN ABOVE SHALL FILE AN AMENDED REGISTRATION STATEMENT WITH (7) DAYS AFTER ANY CHANGE IN THE FOREGOING INFORMATION REQUIRED TO BE INCLUDED THEREON.

2. Within 30 days following the effective date hereof, and at the time of the creation of a new tenancy, every landlord shall provide each occupant or tenant in his dwelling a written statement containing all the information required to be filed in accordance with section 2 of this act.

Commencing 30 days following the effective date hereof, the information shall also be posted at all times in the lobby or other conspicuous places on the premises. In the event that any information contained in said statement shall change, the landlord shall advise each occupant or tenant of the change in writing within 30 days and correct the information posted within 7 days after said change.

3. All information required under section 1 and 2 of this act shall stipulate the date of preparation.
4. In any action in the county district court by an occupant or tenant against a landlord who has not complied with this act and who cannot be served within the county, the summons and complaint may be served by certified and regular mail upon the record owner at the last address listed in the tax records of either the municipality or county. Service of such summons and complaint by certified and regular mail shall be effective to bring the landlord before the county district court even if it were not served within the county in which the county district court issuing the summons is located.
5. Service of process on the clerk of the county district court having jurisdiction over the county in which the property is located shall be deemed service on the landlord upon submission to the Court of the following:
  - a. A certification of the tenant stating that he does not know the landlords whereabouts after having made diligent effort, satisfactory to the court, to determine the same, and
  - b. Proof of failure of service by certified mail as provided in section 4 of this act.
6. In any action for the possession instituted by a landlord who has failed to comply with the provisions of this act, no judgment for possession shall be entered until there has been compliance.

The court shall continue such case for up to 90 days and if there has not been compliance within such period, the action shall be dismissed.

7. The county district court shall have jurisdiction over any action between a landlord and tenant where the amount in controversy is \$3,000.00 or less.
8. Any landlord who shall violate any provision of this act shall be liable to a penalty of not more than \$100.00 for each offense, recoverable by the State by a summary proceeding under the APenalty Enforcement Law@ (N.J.s. 2A:58-1 et seq). The county district court of the county in which the premises are located shall have jurisdiction to enforce said penalty enforcement upon complaint of the Attorney General or any other person.
9. Any written or oral provision in any agreement whereby any tenant waives any rights under this act shall be deemed against public policy and enforceable.
10. If any section, subsection, paragraph, sentence or other part of this act is adjudged unconstitutional or invalid, such judgment shall not affect, impair or invalidate the remainder of this act, but shall be confined in its effect to the section, subsection, paragraph, sentence or other part of this act directly involved in the controversy in which said judgment shall have been rendered.
11. This act shall take effect immediately.

I hereby declare under the penalties of the Law that the foregoing statement is correct in all particulars.

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

Date of Preparation \_\_\_\_\_

Sworn and subscribed to before me  
this \_\_\_\_\_ day of \_\_\_\_\_  
A.D. 2\_\_\_\_.