

**CARNEYS POINT TOWNSHIP
OFFICE OF THE MUNICIPAL CLERK
303 HARDING HIGHWAY
CARNEYS POINT, NJ 08069
856-299-0070 EXT 147 FAX 856-299-1983**

**REGULATIONS FOR THE LANDLORD IDENTITY
REGISTRATION FORM
N.J.A.C. 5:29-1.1**

5:29-1.1 Applicability

- (a) Pursuant to N.J.S.A. 46:8-28 and 46:8-29, the form prescribed by this subchapter is required to be given by landlords to tenants in single unit dwellings and in two-unit dwellings that are not owner-occupied and to be filed in the office of the clerk of the municipality in which any such single unit dwelling or two-unit dwelling is situated.
- (b) Tenants in multiple dwellings are required to be given a copy of the certificate of registration filed with the Bureau of Housing Inspection in accordance with N.J.S.A. 55:13A-12, N.J.S.A. 46:8-28 and N.J.A.C. 5:10-1.11. **(Contact the Bureau of Housing Inspection, P.O. Box 810, Trenton, New Jersey 08625 (609) 633-6240 for registration applications for buildings with three or more dwelling units)**

THE ATTACHED FORM IS TO BE FILED WITH THE MUNICIPAL CLERK AND DISTRIBUTED TO TENANTS IN SINGLE UNIT DWELLINGS AND IN TWO UNIT DWELLINGS THAT ARE NOT OWNER-OCCUPIED.

LANDLORD IDENTITY REGISTRATION STATEMENT
ONE AND TWO-UNIT DWELLING REGISTRATION FORM

This certificate of Registration is to be filed with the Municipal Clerk every six months and distributed to tenants by owners of non-owner occupied one and two unit dwellings.

(1) Property Address:

(2) The names, addresses, and telephone number of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

(3) If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:

Record owner is not a corporation.

(4) If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner(s) is as follows:

The addresses of all record owners in the county in which the dwelling is located:

(5) The name and address of the managing agent is as follows:

There is no managing agent.

(6) The name and address (including dwelling unit, apartment, or room number) of the superintendent, janitor, custodian, or other person employed to provide regular maintenance service is as follows:

There is no superintendent, janitor, custodian, or other person employed to provide regular maintenance service.

(7) The name, address, telephone number of an 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 dwelling or any dwelling unit, including such emergencies as the failure of any essential service system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

(8) The names and addresses of all holders of recorded mortgages on the property are as follows:

There is no recorded mortgage on the property.

(9) If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel used are as follows:

The building is not heated by fuel oil.

The building is heated by fuel oil, but the landlord does not furnish heat.

(10) The name(s) and address(s) of the tenant occupying each unit:

(11) The date tenant commenced occupancy of the dwelling:

(12) The mailing address of the rental unit (if different than the physical address):

Date

Landlord or Authorized Representative

SEND COMPLETED FORMS TO TENANTS AND THE MUNICIPAL CLERK