



DEPARTMENT OF CODE ENFORCEMENT
THE CITY of EAST ORANGE

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Effective 10/9/2018, the City of East Orange will no longer accept any application (C of H, C of C, Decontrol, Rent Control, VAP registration, or permits) without the following information:

- ❖ **Full name of owner.**
- ❖ **Full address (No Post Office Box Numbers).**
- ❖ **Contact phone numbers.**
- ❖ **If the entity is an LLC, the City must be supplied with information for the managing agent along with the LLC's certificate of formation.**
- ❖ **All C of H applications of 4 units or more must have the superintendent's name, address, and phone number, and license number or copy of the license.**
- ❖ **All C of C applications must have the name, address, and phone number of buyer and seller.**
- ❖ **All VAP registration applications must have the name, phone number, and address of the owner, CEO, managing agent for the bank, LLC, or preservation company. All LLCs must submit a certificate of formation.**

If the application are not filled out completely as outlined above, the application(s) will not be accepted.

Thank you for your cooperation.

Mark J. Barner/mjb

Director