



DEPARTMENT OF CODE ENFORCEMENT  
**THE CITY of EAST ORANGE**

44 CITY HALL PLAZA  
EAST ORANGE, NEW JERSEY 07018  
WWW.EASTORANGE-NJ.GOV

PHONE  
(973) 266 – 5320

FAX  
(862) 930 – 3580

ELADIO NEGRON  
ACTING DIRECTOR

TED R. GREEN  
MAYOR

**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 is not filled out completely as outlined above, the application will not be accepted.**

**Thank you for your cooperation.**

*Eladio Negron*  
**Acting Director**