



# DEPARTMENT OF PROPERTY MAINTENANCE

## RENT CONTROL BOARD

Tel: 973-266-5401 • FAX: 862 930-3580

44 CITY HALL PLAZA • EAST ORANGE, NEW JERSEY 07018

[www.eastorange-nj.gov](http://www.eastorange-nj.gov)

Mark Barner  
Director

MAYOR, Ted R. Green

Mike Galloway  
Chairperson

Wanda Watson  
Rent Regulation Officer

Cheryl Crawford  
Vice Chairperson

### ANNUAL FILING OF ITEMIZED RENT-ROLL AND REGISTRATION STATEMENT

Period September 1, 2018 – August 31, 2019

**Chapter 218: Rent Control and Conversions, shall file an annual rent roll, in accordance with § 218-14, which states, *all owners of property within the City of East Orange whose rents are subject to this chapter shall also file a rent roll on September 1 of every year; the annual filing fee is \$100 and shall be paid simultaneous with filing.***

**New Registration**  **Updated Registration** Any changes to the Itemized Rent-Roll Statement must be filed with the Department of Property Maintenance/Rent Control Office within 30 days of the date of any change in rent for any dwelling unit. **IMPORTANT:** Upon a change of ownership, please advise new owner if registration fees are current, the new owner need not pay additional fees for the calendar year but must update ownership information previously filed with the Rent Control Office.

PROPERTY ADDRESS \_\_\_\_\_

BLOCK NO. \_\_\_\_\_ LOT NO. \_\_\_\_\_ WARD \_\_\_\_\_

TOTAL RESIDENTIAL UNITS \_\_\_\_\_ PROPERTY TYPE \_\_\_\_\_  
(e.g. Mixed-Use/Condo/4+ Family/Apartment Bldg.)

#### PROPERTY OWNER INFORMATION

Name \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

#### MANAGEMENT COMPANY

Name \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_ EMAIL \_\_\_\_\_

PROPERTY MANAGER NAME \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

SUPERINTENDENT NAME \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

#### **FOLLOWING SERVICES PROVIDED BY LANDLORD: (MARK "YES" IF SERVICE/APPLIANCE IS INCLUDED IN RENT)**

HEAT \_\_\_\_\_ HOT WATER \_\_\_\_\_ ELECTRICITY \_\_\_\_\_ GAS \_\_\_\_\_ AIR CONDITIONING \_\_\_\_\_

STOVE \_\_\_\_\_ REFRIGERATOR \_\_\_\_\_ WASHER/DRYER \_\_\_\_\_ PARKING \_\_\_\_\_ OTHER \_\_\_\_\_  
(Please Identify)

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. Failure to provide this information by the above date, will result in a late charge fee paid with filing as follows (a) filing zero to three months beyond the filing date: \$25.00 (b) filing more than three months beyond the filing date: \$75.00 and a willful violation of any provision of this chapter, including but not limited to the willful filing with the Rent Control Board of any material misstatement of fact, shall be punishable by a fine of not less than \$300 and not more than \$2000 per day and imprisonment for not more than 120 days, or by both fine and imprisonment. A violation affecting more than one leasehold shall be considered a separate violation as to each leasehold.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Note: All sections of this form must be filled out completely. The City will not consider any application without; 1) the Landlord's or Agent's signature; 2) payment of the non-refundable application fee of \$100.00; and the Itemized Rent-Roll and Registration Statement.**

**ALL FEES MUST BE PAID BY CERTIFIED CHECK, MONEY ORDER ONLY OR CREDIT CARD**

#### **OFFICE USE ONLY:**

ANNUAL RENT ROLL RECORDED? YES \_\_\_ NO \_\_\_ ANNUAL FEE OF \$100 RECORDED YES \_\_\_ NO \_\_\_

COLLECTED BY \_\_\_\_\_ RECEIPT# \_\_\_\_\_ DATE \_\_\_\_\_





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Property Address: \_\_\_\_\_ Blk \_\_\_\_\_ Lot \_\_\_\_\_  
accordance with Section 55 of Chapter 159 and Section 14 of Chapter 218 of the City of the Code of East Orange, the undersigned Landlord hereby makes and delivers to the Department of Property Maintenance the following Building Registration and Itemized Rent Roll:

**1. (A) Name and Home Address of Record Owner(s) of the Premises:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**(B) Name and Home Address of Record Owner(s) of the Rental Business if not the same person:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2. If the Record Owner(s) is a Corporation, the Name, Home Address & Business Address of its Registered Agent:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. If the Address of Record Owner(s) is outside Essex County, New Jersey, the Name, Home Address, Business Address and Phone Number of the In-County Agent authorized to accept Complaints from tenants and to issue Receipts thereof, and to accept Service of Process on Behalf of the Record Owner.**

\_\_\_\_\_  
\_\_\_\_\_  
Tele: \_\_\_\_\_

**4. Name, Home Address, Business Address and Phone Number of Managing Agent of the Premises, If any:**

\_\_\_\_\_  
\_\_\_\_\_  
Email: \_\_\_\_\_ Tele: \_\_\_\_\_

**5. Name, Address & Phone Number of any other individual who may be contacted in the event of An Emergency and who has the authority to make Emergency Decisions and expenditure in connection with required repairs:**

\_\_\_\_\_  
\_\_\_\_\_  
Tele: \_\_\_\_\_

**6. Name & Address of every holder of a Recorded Mortgage on the Premises**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Landlords excluded from the preparation of filing

The Term "Landlord" as used in the foregoing shall mean the Person or Persons who own or purport to own any building, structure, or complex of buildings or structure in which there is rented or offered for rent housing space for living or dwelling purposes under either written or oral lease, provided that this definition shall not include owner occupied two and three-unit premises.

Instructions as to Execution

If by Corporation this Registration must be executed by president or any other Officer authorized to make and file this Registration. If by partnership, one of the partners must make and files this registration.

If by individual must make and file this Registration. If by Executor or Administrator, such individual must make and file this Registration. If by any other legal entity recognized by Law, advice must be secured from an Attorney as to making and filing of this registration.

The Landlord is hereby directed to Chapter 50 of the Laws of 1974 and Chapter 2:30-12 of the City of East Orange as to any inquiry with respect to making and filing of this Registration.

**Signature and Certification**

*The undersigned certifies that this registration Statement and Itemized Rent Roll, including and accompanying schedules and statements, has been examined by him and to the best of his knowledge and belief is true, correct and complete. If this Registration Statement and Itemized Rent Roll is prepared by a person other than the owner, his declaration is based on all the information relating to the matters required to be reported in the Registration Statement and Itemized Rent Roll which he has knowledge.*

*I further certify be a change in any of the foregoing Registration of Itemized Rent Roll, an Amended Registration of Itemized Rent Roll shall be executed with the Clerk of the City of East Orange, New Jersey within 30 days after any change.*

Signature \_\_\_\_\_ Title \_\_\_\_\_

PrintName \_\_\_\_\_ Date \_\_\_\_\_

