



PROPERTY MAINTENANCE DEPARTMENT
Rent Control Board
THE CITY of EAST ORANGE
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Mark Barner
Director

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MAYOR

Mike Galloway
Chairperson
Cheryl Crawford
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Wanda Watson
Rent Regulation Officer

Re: Notice Requiring Rental Receipts. All Owners whose tenant(s) are subject to Rent Control Conversions shall adhere to this provision under Chapter §218-31.1

Dear Landlord and/or Agent,

The landlord's obligation to provide a rental receipt to tenants pursuant to Chapter 218 of the Code of the City of East Orange Entitled Rent Control and Conversion, **§218-31.1 Rental Receipts**; All persons that lease units within the City of East Orange shall provide rental receipts to all tenants reflecting rent that has been paid. Receipts shall be provided either via e-mail, regular mail or hand delivery within seven (7) days of the receipt of payment. They shall also keep a record of said receipts on file at their listed business address for review upon request by the Rental Officer.

Please be advised if a landlord owns several Rent Control properties in the City of East Orange, it is his or her responsibility to ensure that each building follows Rent Control and Conversion Chapter 218 City of East Orange General Code.

If you have additional questions regarding this matter, please contact the Rent Leveling Office at (973) 266-5320 or e-mail wanda.watson@eastorange-nj.gov.

Regards,

Wanda Watson

Wanda Watson
Rent Regulation Officer