



PROPERTY MAINTENANCE DEPARTMENT  
Rent Control Board  
**THE CITY of EAST ORANGE**

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Rent Regulation Officer

**Re: Notice to Improve Rental Increase Process, §218-10 (E) Establishment of Rent Increases for Current Tenants, §218-12 Notice Requirements for Rental Increase, and §218-14 Filing and Updating List of Rents All Owners whose tenant(s) are subject to Rent Control Conversions shall adhere to provisions under Chapter 218.**

**Dear Landlord and/or Agent,**

The landlord's responsibility to submit and pay rental increase application pursuant to Chapter 218 of the Code of the City of East Orange Entitled Rent Control and Conversion, **§218-10 Establish of Rent Increases for Current Tenants; (E)** Each landlord is required to complete a rental increase application and pay a non-refundable application fee to the City. The City will not process any application until the landlord: **1)** submits the completed applications; **2)** pays the non-refundable application fee; and **3)** delivers the Notice to Quit, under **§218-12 Notice Requirement for Rental Increase**; to the City's Rent Control Office. The non-refundable application fee shall be an amount equal to five dollars (**\$5**) multiplied by each unit owned by an owner or their agent seeking an increase.

A landlord seeking a rental increase shall provide notice to tenant(s) in subject to **§218-12**, Any owner, landlord or agent or employee of a landlord seeking an increase in rent shall give the affected tenant written notice of termination of the existing lease or tenancy (commonly called "Notice to Quit") sixty days prior to the increase.

In accordance with **§218-10** no rental increase of any amount or percent shall be demanded, received or accepted, however, unless the landlord has complied fully with the provision of **§218-14** of this Chapter. In the event that the landlord fails to have a current Rent Roll on file in compliance with the provisions of **§218-14**, the landlord shall be precluded from obtaining any increases from said tenant or tenants objecting to said proposed increase for a period of 12 months from the date the proposed increase was to take effect.

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](mailto:wanda.watson@eastorange-nj.gov).

Regards,

*Wanda Watson*

Wanda Watson  
Rent Regulation Officer