



PROPERTY MAINTENANCE DEPARTMENT

Rent Control Board

THE CITY *of* EAST ORANGE

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Mark Barner
Director

TED R. GREEN
MAYOR

Re: ANNUAL SUBMISSION OF RENTS AND REGISTRATION STATEMENT FOR 2019 DUE SEPTEMBER 1, 2019

Dear Owners/Agents of Tenant Buildings:

Enclosed here within is the application for filing of the 2019 ANNUAL FILING OF ITEMIZED RENT-ROLLS AND REGISTRATION STATEMENT.

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.

September 1st of every year pursuant to the Rent Control & Conversions Chapter 218 City of East Orange General Code. All owners of property with the city of East Orange whose rents are subject to this chapter shall file with the Department of Property Maintenance (Rent Control Division) a list of rents for all units in the property owned by them. This list shall contain a sworn affidavit as to the accuracy of said list. Within 30 days of the date of any change in rent for any dwelling unit, an owner shall notify the Department of Property Maintenance (Rent Control Division) of such change. The information contained in said list shall not be considered confidential and shall be a public record as defined by N.S.S.A 47:1A-1 et seq. A spreadsheet showing how rent was calculated in compliance with the rent control regulations shall be provided with the rent roll.

- The annual fee and late fees are for the whole building, not per unit.
- For annual filing of a rent roll, a fee of \$100 shall be paid simultaneous with filing.
- For late filing of a rent roll, a late charge fee shall also be paid with filing as follows:
 - (a) For a filing zero to three (3) months beyond the filing date: \$25.00
 - (b) For a filing more than three months beyond the filing date; \$75.00

How to Pay: The Department of Property Maintenance no longer accepts business checks. You can pay as per the following methods: Money Order(s), Visa, Master Card, American Express or Discover. All credit card transactions will incur a 4% surcharge. Debit cards are not surcharged.

Submit completed applications no later than 3:30PM September 1, 2019. All sections of the application must be filled out completely. The Rent Control Office will not process any incomplete applications. All Rent Control forms and documents are posted on the City of East Orange website address: www.eastorange-nj.gov.

Property owners who fail to register a tenancy rent roll are not permitted to pass through Rental Increases otherwise allowed due to annual general adjustments. The 2019 "Rent Control Year" begins September 1, 2019 and ends August 31, 2020.

Late registration may result in a property owner being served with a Complaint Summons for Non-Registration and/or Excess Rent Receipt and Retention according to **\$218-20 Violations and penalties**; 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 \$2,000 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.**

