



DEPARTMENT OF PROPERTY MAINTENANCE  
**THE CITY of EAST ORANGE**

44 CITY HALL PLAZA  
EAST ORANGE, NEW JERSEY 07018

PHONE  
(973) 266 – 5320

WWW.EASTORANGE-NJ.GOV

FAX  
(862) 930 – 3580

MARK J. BARNER  
DIRECTOR

TED R. GREEN  
MAYOR

**Effective 10/09/2018, We 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 P.O. Box numbers)
- ❖ Contact phone numbers
- ❖ If "LLC" we must have managing agent along with letter of formation
- ❖ All C of H applications of 4 units or more must have superintendents name, address, phone number, and license number or copy of license.
- ❖ All C of C applications must have 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 or managing agent for the bank, LLC, or preservation company. All LLC's must submit a letter of formation.

**If the applications are not filled out completely as outlined above they will not be accepted.**

*Thank you for your cooperation*

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Mark J. Barner

Director