

# TOWNSHIP OF OCEAN

50 Railroad Avenue, Waretown, New Jersey 08758

Tel: (609) 693-3302 \* Fax: (609) 693-9026



## LANDLORD IDENTITY REGISTRATION STATEMENT ONE AND TWO-UNIT DWELLING REGISTRATION FORM

The form of the certificate of Registration to be filed with the municipal clerk and distributed to tenants by owners or non-owner occupied one- and two-unit dwellings shall be substantially as follows:

(1) Property Information: Block \_\_\_\_\_ Lot \_\_\_\_\_

Address: \_\_\_\_\_

(2) The names and addresses of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

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

(3) Tenant Name: \_\_\_\_\_  
Tenant Phone Number: \_\_\_\_\_

(4) If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:

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

Record owner is not a corporation.

(5) If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner(s) is as follows:

The addresses of all record owners in the county in which the dwelling is located:

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

(6) The name and address of the managing agent is as follows:

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

There is no managing agent.

(7) The name and address (including dwelling unit, apartment, or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:

\_\_\_\_\_

There is no superintendent, janitor, custodian, or other person employed to provide regular maintenance service.

(8) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

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

(9) The names and addresses of all holders of recorded mortgages on the property are as follows:

\_\_\_\_\_

There is no recorded mortgage on the property.

(10) If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

\_\_\_\_\_

The building is not heated by fuel oil.

The building is heated by fuel oil, but the landlord does not furnish heat.

Landlord has submitted the Lead Based Paint Form

By Signing this registration form I certify that I understand that P.L. 2022, c. 92 requires the owner of a business, or one or more rental units, to maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence and that a **Certificate of Insurance is due at the time of filing** and is required to be renewed and filed yearly.

\* P.L. 2022, c. 92 allows municipalities to collect a fine up to \$5,000, against an owner failing to comply with the law.

\_\_\_\_\_ Date

\_\_\_\_\_ Landlord or Authorized Representative

FILED:  
TOWNSHIP OF OCEAN CLERK'S OFFICE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

CLERK'S OFFICE

\_\_\_\_\_  
TOWNSHIP SEAL

**SEND COMPLETED FORMS TO TENANTS AND MUNICIPAL CLERK**



**New Jersey Department of Community Affairs  
Division of Codes and Standards  
Landlord-Tenant Information Service**



**REGULATIONS FOR THE LANDLORD IDENTITY  
REGISTRATION FORM**

**N.J.A.C. 5:29-1.1**

Printed June 2011

**5:29-1.1 Applicability**

- (a) Pursuant to N.J.S.A. 46:8-28 and 46:8-29, the form prescribed by this subchapter is required to be given by landlords to tenants in single unit dwellings and in two – unit dwellings that are not owner-occupied and to be filed in the office of the clerk of the municipality in which any such single unit dwelling or two-unit dwelling is situated.
- (b) Tenants in multiple dwellings are required to be given a copy of the certificate of registration filed with the Bureau of Housing Inspection in accordance with N.J.S.A. 55:13A-12, N.J.S.A. 46:8-28 and N.J.A.C. 5:10-1.11. **(Contact the Bureau of Housing Inspection, P.O. Box 810, Trenton, New Jersey 08625 (609) 633-6240 for registration applications for buildings with three or more dwelling units)**

**THE ATTACHED FORM IS TO BE FILED WITH THE MUNICIPAL CLERK AND DISTRIBUTED TO TENANTS IN SINGLE UNIT DWELLINGS AND IN TWO UNIT DWELLINGS THAT ARE NOT OWNER-OCCUPIED. (DO NOT SEND THIS STATEMENT TO LANDLORD-TENANT INFORMATION SERVICE)**

**Similar forms may be obtained from private sources. You may obtain a copy of the form by faxing your request to (609) 609-292-2839 or by writing to:**

**New Jersey Department of Community Affairs  
Division of Codes and Standards  
Bureau of Homeowner Protection  
Landlord-Tenant Information Service  
P.O. Box 805  
Trenton, New Jersey 08625-0805**