

Borough of Peapack & Gladstone

PO BOX 218, 1 SCHOOL ST. PEAPACK, NJ 07977

www.peapackgladstone.org

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RENTAL CERTIFICATE OF OCCUPANCY APPLICATION & LANDLORD REGISTRATION 2019

All information must be completed to be deemed a complete application. Complete one application for each property owned. Please print clearly or complete application electronically – the form may be completed in Adobe Acrobat and then printed.

The following is a Registration Application to register a building located within the Borough of Peapack & Gladstone, NJ that contains dwelling units that will be rented. This Application is submitted by the Landlord pursuant to Ordinance 2017-1029 and the Chapter of the Ordinances of the Borough of Peapack & Gladstone. Chapter XI Building and Housing, Sub-Chapter VII Residential Rental Code. These documents are integral to the completion of this Application.

Completion of this registration does not exempt the owner from a fire inspection upon change of tenancy.

Date: _____

Type of Registration: Initial Application _____ Annual/Renewal _____

Type of Rental: Single Family ___ Multi-family ___ other, specify: _____

Name of Property (if any): _____

Block No. _____ Lot No. _____

Total number of rental units at the property: _____

If there are 3 or more rental units, please provide your State DCA registration number (DCA registration is required by State Law):

Physical Address of Property: _____

Street: _____ City, Zip code: _____

A. Owner/Landlord Information

Owner's Name (taxpayer): _____ Tel. # _____

E-Mail of owner: _____

Owner is (check one): Individual ___ Partnership ___ LLC ___ Corporation ___ other ___

Registered Agent (if owner is not an individual): _____

Street: _____ City, State, Zip code: _____

E-Mail: _____

Contact information for Owner:

Phone Numbers: Home: _____ Office: _____ Cell: _____

E-Mail: _____

If there is a property maintenance manager or company, please provide their information here:

Name of Firm (if any):

Contact Name: _____

Phone Numbers: Home: _____ Office: _____ Cell: _____

E-Mail: _____

To whom do you want the certificate of registration sent to (check one)?

Registered Agent/Owner _____ Building Manager _____

B. Information Regarding Dwelling Units

For **each** dwelling unit (apartment) located within the property, please provide the following information with respect to the dwelling unit.

| Unit ID or Number | Unit total Size (sf) | No. of Bedrooms | No. of Bathrooms | Tenant Last Name | Lease Start Date | Number of occupants over 1 year of age | Number of occupants under the age of 1 year |
|--|-------------------------------|--------------------|---------------------|---------------------|---------------------|---|--|
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| (continue on separate sheet if needed) | | | | | | | |

I hereby certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Further, I hereby certify that the dwelling unit is in compliance with Chapter XI sub-chapter VII of the Borough of Peapack and Gladstone & the all referenced codes within, namely the 2009 International Property Maintenance Code and NJ Uniform Fire Code. Codes are available on the Borough's website at www.peapackgladstone.org or at the Borough Hall located at 1 School Street, Peapack, NJ.

Application fee: One Hundred dollars (\$100.00) for the first unit and fifty dollars (\$50.00) for each additional unit located within a single property. Please include check or money order payable to **"The Borough of Peapack & Gladstone"**.

Landlord's Signature: _____ Date: _____

Print Name: _____

Form must be submitted to the Borough of Peapack&Gladstone along with check no later than 4-1-19
