



# BOROUGH OF PEAPACK AND GLADSTONE

ZONING OFFICIAL & RENTAL OFFICIAL – Sarah Jane Noll

TELEPHONE: 908- 234-2250 X 288

EMAIL: SJNOLL@PEAPACKGLADSTONE.ORG

1 SCHOOL STREET

P.O. BOX 218

Peapack, New Jersey 07977

## Borough of Peapack and Gladstone Rental Registration Form - 2020

- **Date:** \_\_\_\_\_

**Type of Registration:** Initial Application \_\_\_\_\_ Annual/Renewal \_\_\_\_\_

**Type of Rental:** Single Family \_\_\_\_\_ Multi-family \_\_\_\_\_ Other, specify: \_\_\_\_\_

- **Name of Property (if any):** \_\_\_\_\_

**Block:** \_\_\_\_\_ **Lot:** \_\_\_\_\_

Physical Address of Property: \_\_\_\_\_

Street: \_\_\_\_\_ City, Zip code: \_\_\_\_\_

- **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):

- **Owner/Landlord Information**

**Owner's Name (taxpayer):** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Owner is (check one):** Individual Partnership LLC Corporation Other

**Street:** \_\_\_\_\_ **City,** \_\_\_\_\_ **State,** \_\_\_\_\_ **Zip** \_\_\_\_\_

**Registered Agent:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*(Email address must be provided.)*

**Home Phone:** \_\_\_\_\_ **Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

- **PROPERTY MAINTENANCE MANAGER/COMPANY**

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

**Name of Firm (if applicable):** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Address:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Work phone:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

Please fill out this page and page 4 and mail it back with page 1 and the rental fee for 2020.

• **Information Regarding Dwelling Units**

**Heating Source (circle one that applies):** Oil \_\_\_ Gas \_\_\_ Elec. \_\_\_\_\_

Other (explain) \_\_\_\_\_

Name of Oil Company: \_\_\_\_\_; Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_; Email: \_\_\_\_\_

Please be advised, upon inspection of the property, the owner may be required to make repairs that require a permit. For an example: major repairs involving plumbing, gas lines, structural, electrical etc. *Inquire within the Construction Office for further assistance.*

**CERTIFICATION OF OWNER:**

*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, namely the 2009 International Property Maintenance Code, Uniform Construction Code NJ and Uniform Fire Code. Codes are available on the Borough's website at [www.peapackgladstone.org](http://www.peapackgladstone.org) or at the Borough Hall located at 1 School Street, Peapack, NJ.*

**Information Regarding Dwelling Units**

For **each** dwelling unit (apartment) located within the property, please provide the following information with respect to each dwelling unit. (Use page 4 if necessary)

Unit ID or number	Unit total Size (sf)	No. of Bedroom	No. of Bathrooms	Tenant Last Name And cell phone #	Lease Start Date	Number of occupants over 1 year of age	Number of occupants under the age of 1 year
(use sheet 4 to list other units and tenants)							

Landlord's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

***All Rental Registration forms and the appropriate fees are to be submitted no later than April 1<sup>st</sup> of each year.***

**Inspections shall be made between 8:00 a.m. and 12:30 p.m. on Mondays or Wednesday's prevailing time, unless one of the following conditions exists:**

1. The premises are not available during the foregoing hours for inspections; or,
2. There is reason to believe that violations are occurring on the premises which can only be apprehended and detected by inspections during other than the prescribed hours or which require immediate inspection after being reported, such as failure to supply heat; or,
3. There is reason to believe a violation exists of a character that is an immediate threat to health or safety requiring inspection and abatement without delay.

**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".

**This form must be returned to:**

**Borough of Peapack and Gladstone  
Rental Registration  
PO Box 218  
Peapack, New Jersey 07977**

**No later than April 1, 2020.**

