

# *Borough of Peapack & Gladstone*

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

www.peapackgladstone.org

Telephone: (908) 234-2250

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## **RENTAL CERTIFICATE OF OCCUPANCY APPLICATION & LANDLORD REGISTRATION**

All information must be properly filled out to be deemed a complete application. Complete one application for each individual Unit/Dwelling. 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.

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

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

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): \_\_\_\_\_

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

Registered Agent (if owner is not an individual):

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

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:\_\_\_\_\_

Send certificate of registration to (Provide name and address): \_\_\_\_\_

**B. Information Regarding Dwelling Units**

Please provide the following information with respect to the dwelling unit. UNIT \_\_\_\_\_

Unit total Size (sf)	Number of Bedrooms	Number of Bathrooms	<u>ALL</u> Tenant(s) <u>Full</u> Name(s)	Lease Term Monthly? Annually?	Number of Children attending School
			1. _____		
			2. _____		
			3. _____		
			4. _____		
			5. _____		
			6. _____		
			7. _____		
			8. _____		
			9. _____		
			10. _____		

Responsibility under lease (this does not absolve the landlord of ultimate responsibility) Check one in each row:

	<u>Landlord</u>	<u>Tenant</u>
Heat	_____	_____
Electric	_____	_____
Water	_____	_____
Sewer	_____	_____
Yard Maintenance	_____	_____

Heating Source (circle one that applies): OIL GAS ELECTRICITY OTHER (EXPLAIN) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Please be advised, upon inspection the property 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.

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.

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Landlord’s Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

Fee amount received: \$ \_\_\_\_\_ Check no.: \_\_\_\_\_ Date Received: \_\_\_\_\_

Inspection Date: \_\_\_\_\_ Inspection Completed: \_\_\_\_\_ Certificate Issued: \_\_\_\_\_