

BOROUGH OF PEAPACK AND GLADSTONE

Sarah Jane Noll - ZONING OFFICIAL AND RENTAL OFFICIAL

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1 SCHOOL STREET
P.O. BOX 218
Peapack, New Jersey 07977

Rental Registration Form - 2021

- **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: _____

- **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 – information is Mandatory**

Owner's Name (taxpayer): _____ **E-mail:** _____

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

Street: _____ **City:** _____ **State:** _____ **Zip:** _____

Registered Agent: _____ **E-mail:** _____

(Email address must be provided.)

Home Phone: _____ **Office:** _____ **Cell:** _____

- **PROPERTY MAINTENANCE MANAGER/COMPANY – if applicable**

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 all pages and submit along with the fee.

• **Information Regarding Dwelling Units**

Heating Source (check one that applies): Oil ___ Gas ___ Elec. _____

Other (explain) _____

Name of Oil Company: _____ Address: _____

Telephone #: _____ E-mail: _____

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. must obtain permits. 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.

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 for additional units.**

Unit ID or number	Unit total Size (sf)	# of Bedroom	# of tenants	<u>Tenant Last Name and cell phone number – please print</u>	occupant under age of 18 years

Landlord’s Signature: _____ Date: _____

****Completion of this registration does not exempt the owner from a Yearly fire inspection or change of tenancy. During the Covid-19 Pandemic, the State of N.J. is allowing owners to certify the SMOKE ALARM, CARBON MONOXIDE ALARM, AND PORTABLE FIRE EXTINGUISHER COMPLIANCE. The form is attached. Fill it out, sign it and have it notarized and bring it into the Construction Office.**

All Rental Registration forms and the appropriate fees are to be submitted no later than April 1st 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
ATT: Sarah Jane Noll**

No later than April 1, 2021.

