

BOROUGH OF HIGHTSTOWN

**TWO YEAR LICENSE AND REGISTRATION APPLICATION
FOR RESIDENTIAL RENTAL UNITS**

A separate registration form must be completed for each unit.

Application Fee

One to three-unit dwellings: \$60.00 per unit
Four to fifty-unit dwellings: \$50.00 per unit (\$2,000.00 Maximum)
More than 50 units: \$40.00 per unit

To be completed by Borough Staff only:			
Rental Location: _____	Blk _____	Lot _____	
Fee Paid: \$ _____	Check Number: _____	Date: _____	By: _____
All municipal taxes, water and sewer charges up to date? _____			
Date Inspected: _____	Inspector: _____		
Date Registration Issued: _____	Date Registration Expired: _____		
Number of Bedrooms: _____	Maximum Number of Occupants: _____		

1. **Address of Rental Unit:** _____

2. **Type of Unit:** Apartment _____ Townhouse _____ Single Family House _____

3. **Owner(s) of Record:**

Name: _____	Name: _____
Street: _____	Street: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____ Cell: _____	Phone: _____ Cell: _____

4. **Owner is:** Individual _____ Partnership * _____ Corporation ** _____

* In the case of a partnership, the names and addresses of all general partners shall be provided together with the phone numbers for each of such individuals indicating where such individual may be reached both during the day and evening hours.

** In the case of a corporation, the names and addresses of the registered agent and corporate officers of said corporation together with the telephone numbers for each of such individuals, indicating where such individuals may be reached both during the day and evening hours shall be provided

4. **If the Owner of Record does not live in Mercer County, person who resides in Mercer County, who is authorized to act on behalf of the Owner of Record:**

Name: _____	Name: _____
Street: _____	Street: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____ Cell: _____	Phone: _____ Cell: _____

5. **Emergency Contact Person, who is authorized to make emergency decisions:**

Name: _____	Name: _____
Street: _____	Street: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____ Cell: _____	Phone: _____ Cell: _____

6. **Names of all tenants who will reside in the rental unit:**

Name	Adult	Child(Under 18 years)
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. **Commencement of tenancy:** _____ **Termination of Tenancy:** _____

8. **Name of every holder of a recorded mortgage on a rental unit:**

Name: _____	Name: _____
Street: _____	Street: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____ Cell: _____	Phone: _____ Cell: _____

9. **Managing agent, if applicable:**

Name: _____	Name: _____
Street: _____	Street: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____ Cell: _____	Phone: _____ Cell: _____

10. **Superintendent, Janitor, Custodian, or Maintenance Person, if applicable:**

Name: _____	Name: _____
Street: _____	Street: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____ Cell: _____	Phone: _____ Cell: _____

11. **Fuel Oil Dealer servicing heating unit, if applicable:**

Name: _____	Name: _____
Street: _____	Street: _____
City/State/Zip: _____	City/State/Zip: _____
Phone: _____ Cell: _____	Phone: _____ Cell: _____

IMPORTANT RENTAL NOTES:

13-8-1 The rental and occupancy of buildings and parts thereof for human habitation or use shall be subject to the following: **No person shall rent to another or suffer or permit occupancy by another of any building or part thereof for human habitation or use without first obtaining from the Housing Inspector a certificate stating that the premises, at the time of the proposed rental to or occupancy by such other person, comply with the requirements of the housing standards set forth in this chapter**, provided that this section shall not apply to:

- a. Rental or occupancy under a temporary permit issued by the Housing Inspector authorizing rental or occupancy for a specified period, not to exceed sixty (60) days, during the making of repairs, alterations and improvements required by such inspection.
- b. Rentals to or occupancies by students, faculty or staff of nonprofit educational institutions of on-campus premises owned and maintained by such institutions, nor shall it apply to transient occupancies of hotel rooms.

This section shall apply to all dwellings and dwelling units and shall include single-family dwellings, any multiple dwelling or apartment house, or any rented dwelling unit in a commercial or mixed-use building. **The certificate required herein shall be obtained prior to a change of occupancy in any such dwelling.**

13-12-5 Every owner shall provide each occupant or tenant occupying a rental unit with a copy of the license required by this Ordinance. This particular provision shall not apply to any hotel, motel, or guest house registered with the State of New Jersey pursuant to the Hotel and Multiple Dwelling Act as defined in N.J.S.A 55:13A-3. **Compliance with this provision may be attained by posting a copy of the license in a conspicuous place within the rental unit(s).**

13-12-6 The maximum number of occupants shall be posted in each rental unit. It shall be unlawful for any person, including the owner, agent, tenant, or registered tenant, to allow a greater number of persons than the posted maximum number of occupants to sleep in or occupy overnight the rental unit for a period exceeding 28 days. Any person violating this provision shall be subject to the penalty provisions of Section 13-12-10.

I hereby certify that the information included in this application is true and correct. I agree to notify the Borough immediately upon any changes in this information.

Signature _____ Print Name _____

Title _____ Date _____

Application fee submitted with this application: \$_____