

HIGHTSTOWN BOROUGH
ANNUAL RESIDENTIAL RENTAL REGISTRATION APPLICATION - 2018
156 Bank Street, Hightstown, NJ 08520
Housing Office – 609-490-5100 ext. 617; website: www.hightstownborough.com

**Annual Registration Renewals must be submitted no later than April 30th. Beginning May 1st,
a late fee of \$25.00 per month/per unit will be assessed on all Rental Renewal applications.**

ALL RENTAL INSPECTIONS MUST BE COMPLETED BY SEPTEMBER 1ST.

A SEPARATE REGISTRATION FORM MUST BE COMPLETED FOR EACH UNIT.

Cash or check only, payable to Hightstown Borough.

Application Fee – includes application, initial inspection and one re-inspection, provided the re-inspection occurs within 15 days of the initial inspection. If not, there will be a re-inspection fee of \$50 per unit.

The Certificate of Occupancy will be issued once the inspection(s) are complete.

One to three-unit dwellings	\$100.00 per unit
Four to fifty-unit dwellings	\$ 90.00 per unit

PLEASE PRINT ALL INFORMATION CLEARLY

1. Address of Rental Unit: _____
2. Type of Unit: Apartment ____ Condo ____ Duplex ____ Townhouse ____ Single Family House ____
3. **All Owner(s) of Record: (name(s), title and address of all owners)**

NAME	ADDRESS	CITY/STATE/ZIP	PHONE (day & evening)

To be completed by Borough Staff only.

Rental Address: _____ Blk _____ Lot _____
Fee Paid: \$ _____ Cash/Check Number: _____ Date: _____ By: _____
All municipal taxes, water/sewer charges up to date? _____ Date Inspected: _____
Bedrooms: _____ Max.# Occupants: _____

4. **EMERGENCY CONTACT** -- *If the Owner of Record does not live in Mercer County, person who resides in Mercer County or within a 20 mile radius, who is authorized to act on behalf of the Owner of Record:*

Name: _____ Title: _____
Address: _____ City/ Zip: _____
Phone: _____ Cell: _____ E-Mail: _____

5. **PLEASE PRINT FIRST AND LAST NAME(S) OF ALL TENANTS INCLUDING CHILDREN**

CLEARLY PRINT FIRST NAME	CLEARLY PRINT LAST NAME	ADULT (check)	CHILD'S AGE

6. **Landlord must provide a copy of the current lease agreement signed by all parties.** Verify receipt: ____

Commencement of tenancy (date): _____ **Termination of Tenancy:** _____

7. Fuel Oil Dealer servicing heating unit, if applicable:

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

IMPORTANT RENTAL NOTES:

13-12-2(b) Registration shall cover the **one-year period running from April through March 31**. Initial registrations under this Section are due no later than **April 30**. Newly acquired units must be registered prior to their rental and thereafter.

(c) Inspections shall be performed and a Certificate of Occupancy obtained whenever tenancy changes or annually. It shall be the responsibility of the owner to arrange for inspections when there is a change in occupancy. Routine annual inspections will be scheduled by the Housing Officer.

(d) It shall be a violation of this article for a person to knowingly provide false or inaccurate information on any form submitted to the rental housing coordinator pursuant to this article.

(e) Any change pertaining to this rental (**rental status, ownership, tenant, emergency contact**) must be reported to the Code Enforcement/Housing Inspector within twenty (20) days. **Prior to any tenant change, an inspection must be scheduled with the Housing Inspector.**

13-12-3 (d) The completed rental registration process must be received by **April 30th**. **Beginning May 1st, a late fee of \$25.00 per month/per unit will be assessed on all Rental Renewal applications.**

13-12-5 Every owner shall provide each occupant or tenant occupying a rental unit with a copy of the Registration 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 registration 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.

Overcrowding – The following factors may be considered by the Housing Inspector as rebuttable presumption of overcrowding, as that term is defined by this chapter and shall support the issuance of a summons and complaint by the Housing Inspector, without first issuing a notice of violation:

1. The occupying of areas of a rental dwelling unit prohibited pursuant to section 13-3-8(g) of this chapter, such as basements and attics;
2. The location of mattresses or bedding materials in areas of a dwelling unit prohibited for occupancy pursuant to section 13-3-8(g); and
3. The existence of cooking appliances, and/or refrigeration units, (excluding freezer appliances) in various areas of a dwelling unit in addition to those located in the kitchen.

13-3-8 - It shall be the responsibility of the owner to ensure that the maximum number of occupants in a dwelling unit shall not exceed the standards as noted in this ordinance.

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.

OWNER’S NAME: (Please Print) _____

OWNER’S SIGNATURE: _____

Contact Phone: _____ Cell Phone: _____

Email address: _____

DATE: _____

The following items must be included with your registration in order to be considered **complete**. If ALL the items below are not received with the registration, your entire registration packet will be returned, and if the Completed Registration is not received by April 30, you will be charged a late fee of \$25.00 per month/per unit.

- Completed Rental Registration Form
- Copy of the current lease agreement signed by all parties
- Furnace/Boiler certification by an HVAC Contractor or Licensed Plumber
- Fireplace/chimney certification (if applicable) by Nationally Certified Chimney Sweep Contractor
- Registration fee – cash or check, payable to Hightstown Borough

Revised 2/2018