

**HIGHTSTOWN BOROUGH**  
**ANNUAL RESIDENTIAL RENTAL REGISTRATION APPLICATION - 2020**  
156 Bank Street, Hightstown, NJ 08520  
Housing Office – 609-490-5100 ext. 617; website: [www.hightstownborough.com](http://www.hightstownborough.com)

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

**PLEASE SCHEDULE YOUR RENTAL INSPECTION IMMEDIATELY.**  
**ALL RENTAL INSPECTIONS MUST BE COMPLETED BY AUGUST 31<sup>ST</sup>.**

**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.

Please call the Housing Office to schedule your Yearly Inspection (609-490-5100, ext. 617).

Rental Inspections must be completed by **AUGUST 31<sup>st</sup>**.

A Certificate of Occupancy will be issued once the inspection is 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)

**PROPERTY OWNER AND INDIVIDUAL'S NAME:** \_\_\_\_\_

PROPERTY OWNER'S ADDRESS	CITY/STATE/ZIP	PHONE (day & evening)

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:***

Contact's Name: \_\_\_\_\_ Address: \_\_\_\_\_  
City: \_\_\_\_\_ Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
E-Mail: \_\_\_\_\_

**To be completed by Borough Staff only.**

Rental Address: \_\_\_\_\_ Blk \_\_\_\_\_ Lot \_\_\_\_\_  
Fee Paid: \$ \_\_\_\_\_ Cash/Check Number: \_\_\_\_\_ Date: \_\_\_\_\_ By: \_\_\_\_\_  
All municipal taxes, water/sewer paid? \_\_\_\_\_ # Bedrooms: \_\_\_\_\_ Max.# Occupants: \_\_\_\_\_

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 30<sup>th</sup>**. **Beginning May 1<sup>st</sup>, 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.***

All battery smoke detectors must be the 10-year sealed battery units, unless hardwired.

***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.

- Completed Rental Registration Form
- Copy of the current lease agreement signed by all parties
- Furnace/Boiler certification by an HVAC Contractor or Licensed Plumber within 3 years.
- Fireplace/chimney certification (if applicable) by Nationally Certified Chimney Sweep Contractor within 3 years.
- Registration fee – cash or check, payable to Hightstown Borough

If the Completed Registration is not received by April 30, you will be charged a late fee of \$25.00 per month/per unit.

Revised 1/2020

## INSTRUCTIONS FOR LOCATING SMOKE DETECTORS

1. At least one smoke detector shall be located on each floor of the building, including basements but excluding attics (See figures 4 & 5).
2. Smoke detectors shall, be located within 10 feet of each room used for sleeping purposes (bedrooms) (See figure 2 & 3). This may result in more than one detector per floor (See figure 3).
3. Smoke detectors must be mounted on a ceiling, at least four inches from the closest wall (See figure 1). Smoke detectors may be mounted on a wall, at least four inches from the ceiling but no more than 12 inches from a corner (See figure 1).
4. Do Not install smoke detectors in attics or garages, or in, or within 10 feet of a kitchen or bathroom, unless needed to comply with 2. above.

All battery smoke detectors must be the 10 year sealed battery units, unless hardwired

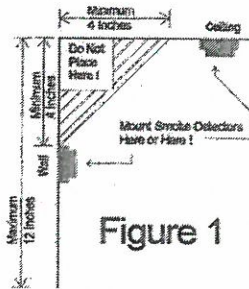


Figure 1

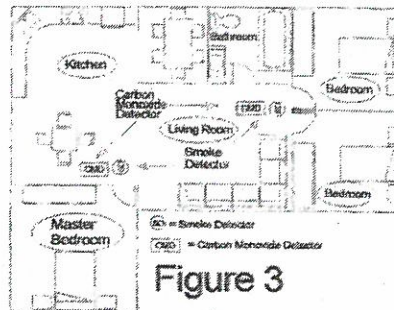


Figure 3

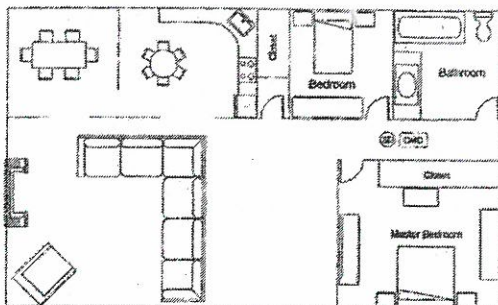


Figure 2

SD = Smoke Detector  
CSD = Carbon Monoxide Detector

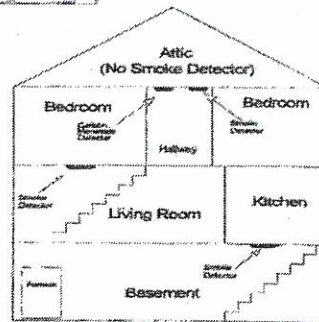


Figure 4

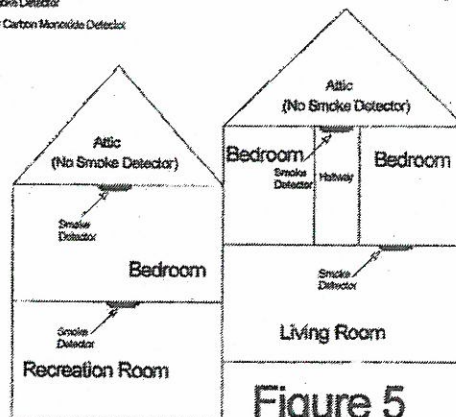


Figure 5

## INSTRUCTIONS FOR LOCATING CARBON MONOXIDE DETECTORS

1. Carbon Monoxide detectors shall be located in the immediate vicinity of sleeping areas (bedrooms) (See figure 2 & 3). This may result in more than one detector per floor (See figure 3).
2. Carbon Monoxide detectors must be mounted in locations specified in the manufacturer's instructions.