



## Borough of Hightstown

### Housing Office

156 Bank Street, Hightstown, NJ 08520

(609) 490-5100 Ext 407

Email: [DBell@HightstownBorough.com](mailto:DBell@HightstownBorough.com)

## ANNUAL RESIDENTIAL RENTAL REGISTRATION APPLICATION - 2024

**A SEPARATE REGISTRATION MUST BE COMPLETED FOR EACH UNIT**

**Annual Registration Renewals are due NO LATER THAN April 30<sup>th</sup>.  
On 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 **complete** Annual Rental Registration packet must be submitted **BEFORE APRIL 30<sup>th</sup>**, or you will incur a late fee of \$25.00 per month/per unit. **Incomplete applications will be returned!** A complete registration will include:

- 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 “Borough of Hightstown”
- **Lead safe/free certification for homes built 1978 and prior.**

You must email or call the Housing Office to schedule your Annual (Yearly) Inspection. This **MUST** be completed **BEFORE AUGUST 31<sup>st</sup>**. A Certificate of Occupancy will be issued once the rental unit passes inspection.

### APPLICATION FEE:

**\$100 per unit**

1 – 3- unit dwellings in the same building

**\$90 per unit**

4 – 50- unit dwellings in the same building

AMOUNT DUE \$ \_\_\_\_\_

1. ADDRESS OF RENTAL UNIT: \_\_\_\_\_ # OF BEDROOMS: \_\_\_\_\_

2. TYPE OF UNIT: Apartment \_\_\_ Condo \_\_\_ Duplex \_\_\_ Townhouse \_\_\_ Single Family \_\_\_

3. LIST ALL OWNER(S) OF RECORD: (name(s) and address of all owners. An LLC will not be accepted)

### PLEASE PRINT ALL INFORMATION CLEARLY

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

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Date Received: \_\_\_\_\_ Fee: \$ \_\_\_\_\_ Check No./Cash: \_\_\_\_\_ By: \_\_\_\_\_

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: \_\_\_\_\_

Address: \_\_\_\_\_ City/ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-Mail: \_\_\_\_\_

5. **LIST FIRST AND LAST NAME(S) OF ALL TENANTS INCLUDING CHILDREN:**

~~~~~PLEASE PRINT ALL INFORMATION CLEARLY~~~~~			
First Name	Last Name	ADULT (check)	CHILD (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: \_\_\_\_\_

**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 and passed 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.***

I hereby certify that the information included in this application is true and correct. I agree to notify the Borough immediately of any changes to this information. **I understand that as the landlord I am responsible for ensuring that the annual rental inspection is complete and that the certificate of occupancy issuance before August 31<sup>st</sup>.**

**Owner's Signature:** \_\_\_\_\_

**Owner's Name (PLEASE PRINT):** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contact Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email address:** \_\_\_\_\_

**REMINDERS FOR ANNUAL RENTAL REGISTRATION:**

**January 1 – April 30** – Complete Annual Rental Registration Applications are due.

**January 1 – August 31** – Schedule & Complete Rental Inspection

**May 1** – Late fees are assessed for all registration applications not yet received.

**September 1** – Failure to obtain a Certificate of Occupancy penalties are assessed.

**PLEASE SCHEDULE YOUR RENTAL INSPECTION AS SOON AS POSSIBLE ONCE YOUR REGISTRATION HAS BEEN SUBMITTED.**

**\*\*MAKE SURE THAT YOUR RENTAL UNITS HAVE FUNCTIONING AND UP TO DATE SMOKE & CARBON MONOXIDE DETECTORS IN PLACE!**

**RENTAL REGISTRATIONS MUST BE COMPLETED BY APRIL 30<sup>TH</sup> TO AVOID LATE FEES.**

APPLICATION FEE IS ASSESSED/UNIT. LATE FEE IS \$25.00 PER MONTH/UNIT.

**RENTAL INSPECTIONS MUST BE COMPLETED BY AUGUST 31<sup>ST</sup> TO AVOID PENALTIES.**