



Borough of Hightstown

Housing Office

156 Bank Street, Hightstown, NJ 08520

(609) 490-5100 Ext 407

Email: DBell@HightstownBorough.com

ANNUAL RESIDENTIAL RENTAL REGISTRATION APPLICATION - 2025

A SEPARATE REGISTRATION MUST BE COMPLETED FOR EACH UNIT

Annual Registration Renewals are due **NO LATER THAN April 30th**.

On May 1st, a late fee of \$25.00 per month/per unit will be assessed on all Rental Renewal applications.

PLEASE SCHEDULE YOUR RENTAL INSPECTION AS SOON AS POSSIBLE

ALL RENTAL INSPECTIONS MUST BE COMPLETED BY AUGUST 31ST.

A **complete** Annual Rental Registration packet must be submitted **BEFORE APRIL 30th**, 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 Application.
- Copy of the current lease agreement signed by all parties.
- Furnace/Boiler certification by an HVAC Contractor or Licensed Plumber – valid for 3 years.
- Fireplace/chimney certification (if applicable) by Nationally Certified Chimney Sweep Contractor – valid for 3 years.
- Lead safe/free certification for homes built 1978 and prior – Current & Valid.
- Registration fee – cash or check, payable to “Borough of Hightstown”

You must email or call the Housing Office to schedule your Annual (Yearly) Inspection. This **MUST** be completed **BEFORE AUGUST 31st**. 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 \$ _____

**** A \$50 reinspection fee will be due for any unit that fails inspection more than one time.**

1. ADDRESS OF THE RENTAL UNIT: _____ # OF BEDROOMS: _____

2. TYPE OF UNIT: (CHECK ONE) 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)

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:** _____ **Phone:** _____

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 and inspection must be scheduled with the housing inspector and pass prior to any tenant change. I agree to comply with Articles 13-4 & 13-12 and all applicable sections of the Hightstown Borough code. **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 31st.**

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.

****TO AVOID LATE FEES REGISTRATIONS MUST BE COMPLETED BY APRIL 30TH AND INSPECTIONS MUST BE COMPLETED BY AUGUST 31ST TO AVOID PENALTIES AND LATE FEES.**

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

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

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

Date Received: _____ Fee: \$ _____ Check No./Cash: _____

Furnace/Boiler Cert: _____ Fireplace/Chimney Cert: _____ Lease: Lead: No open permits: _____