



# City of Northfield

## Office of Housing / Zoning

1600 Shore Road – Northfield - New Jersey – 08225 (609) 641-2832 Ext. 140

### RENTAL PROPERTY LANDLORD REGISTRATION (NJSA 46:8-26 et seq.)

Block \_\_\_\_\_ Lot \_\_\_\_\_ Registration Number \_\_\_\_\_

Name of Owner \_\_\_\_\_ Phone with Area Code \_\_\_\_\_

Address \_\_\_\_\_

**Rental Property Address** \_\_\_\_\_

Unit Number (if multiple units) \_\_\_\_\_ Number of bedrooms \_\_\_\_\_

Ownership (check one): Individual \_\_\_\_\_ Partnership \_\_\_\_\_ Corporation \_\_\_\_\_

If the owner is not within the City of Northfield, complete the following:

Name of a person who lives in Atlantic County who is authorized by the owner to act on behalf of the Owner:

Name: \_\_\_\_\_ Phone with Area Code \_\_\_\_\_

Address \_\_\_\_\_

In the case of a Partnership, please provide names and addresses of all general partners. In the case of a corporation, please provide the name and the address of the registered agent and corporate officers of said corporation. (A separate piece of paper may be used if needed);

Name All General Partners/Corporate Officers/Registered Agent: \_\_\_\_\_

Address \_\_\_\_\_

Additional Partner/Officer/Agent: \_\_\_\_\_

Address \_\_\_\_\_

Please provide the name, address and phone number of the superintendent, janitor, custodian or other individual employed by the owner or agent to provide regular maintenance service, if any:

Name: \_\_\_\_\_ Phone with Area Code \_\_\_\_\_

Address \_\_\_\_\_

Please provide the name, address and phone number of an Emergency Contact person:

Name: \_\_\_\_\_ Phone with Area Code \_\_\_\_\_

Address \_\_\_\_\_

Please provide the name and address of every holder of a recorded mortgage on the premises:

Name: \_\_\_\_\_

Address \_\_\_\_\_

If fuel oil is used to heat the building and the landlord furnishes the heat in the building, provide the name and address of the fuel oil dealer servicing the building and the grade of fuel use:

Name: \_\_\_\_\_

Address \_\_\_\_\_

§ 275-3 Registration fee. The owner shall pay at the time of registration a fee of \$65. An annual registration fee, due January of each subsequent year, shall be \$65. If full payment is not received by March 1 of any year, a late fee of \$25 shall be assessed.

*If you previously filed this form between January and December of the current year, it is not necessary to refile until January of the subsequent year.*

§ 275-4 Inspections; fee. Each rental unit, apartment and/or dwelling unit required to be registered hereunder shall be inspected every two years or before occupancy of a new tenant. Additional \$65.00 fee for each new inspection applies. Re-inspections due to violations are \$25.00 (§ 128-3).

Fee Remitted \$ \_\_\_\_\_ Cash or Check # \_\_\_\_\_ Collected By \_\_\_\_\_

Zoning Office: \_\_\_\_\_ Date \_\_\_\_\_