

PRINCETON

BUREAU OF FIRE SAFETY & HOUSING INSPECTION

RESIDENTIAL RENTAL PROPERTY REGISTRATION FORM

1) **Property Address:** _____

2) **Tax Map ID- Block** _____ **Lot** _____

3) **Property Owner Information:**

Owner Name _____

Owner Address: _____

City, State Zip: _____

Home Telephone: _____

Work Telephone: _____

Cellular Telephone: _____

Email Address: _____

4) **Rental Property Description:**

- Detached Single Family Residence
- Duplex (2 Units)
- Secondary Residence – Detached (e.g. Guest House)
- Secondary Residence – Attached (e.g Mother-in-Law Suite)
- Single Family Residence (owner occupied) with 1 Room Rental
- Single Family Residence (owner occupied) with 2 Room Rentals
- Multiple Family Dwelling (3 or more units)
- Condominium
- Townhouse
- Rooming House
- Other (*please describe*)

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5) Building Information

Year Constructed_____ Number of Stories_____ Building Height _____
Total Square Feet_____ Total Number Dwelling Units_____ Basement
Heating System Fuel: Fuel Oil Natural Gas
Heating System Type: Steam/Hot Water Forced Hot Air
Electrical System: Fuses Circuit Breakers
Roofing Material: Slate/Tile Shingles
 Battery-operated Smoke Detectors 120 VAC Hardwire Type Smoke Detectors Central Station Monitored Fire Alarm

6) Ownership Information*

Individual Owner(s) Partnership Corporation Limited Liability (LLC)

* Partnership, Corporation, & LLC Ownership Types – Please attach a separate list containing the name and address of each officer, director, stockholder or partner.

Note: An Agent must be designated for any individual owner who does not live in the State of New Jersey or within 20 miles of the Borough of Princeton, or if ownership type is a Corporation, Partnership, or Limited Liability (LLC).

Note: All designated agents must complete and sign an “Agent Designation Form” (attached)

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State of New Jersey – Certificate of Registration

Pursuant to Title 46, Chapter 8, Section 46:8-28 *et. Seq.* of the New Jersey Statutes Annotated, a Certificate of Registration shall be filed by every landlord at the time of the creation of the first tenancy in any newly constructed or reconstructed building with the Clerk of the Municipality in which the residential property is situated in the case of a one-dwelling unit rental or a two-dwelling non-owner occupied premises which shall contain the following information:

- a. The name, address and telephone number(s) of the record owner or owners of the premises and the record owner or owners of the rental business if the the same persons. In the case of a partnership the names of all general partners shall be provided. Use a separate sheet of paper and attach, if necessary.

- b. If the record owner is a corporation, the name, address and telephone number(s) of the registered agent and corporate officers of said corporation. Use a separate sheet of paper and attach, if necessary.

- c. If the address of any record owner is not located in the county in which the premises are located, the name, address and telephone number of a person who resides in the county in which the premises are located and is authorized to accept notices from a tenant and to issue receipts therefore and to accept service of process on behalf of the record owner.

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- d. The name, address, and telephone number(s) of the managing agent of the premises, if any.

- e. The name and address, including the dwelling unit, apartment or room number of the superintendant, janitor or other individual employed by the record owner or managing agent to provide regular maintenance service, if any.

- f. The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the premises or any unit of dwelling space therein, including such emergencies as the failure of essential services or systems, and who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection therewith.

- g. The name and address of every holder of a recorded mortgage on the premises.

- h. If fuel oil is used to heat the building and the landlord furnishes the heat in the building, the name, address and telephone number of the fuel oil dealer servicing the building and the grade of fuel oil used.

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Every landlord SHALL provide each occupant or tenant in his/her building or project a copy of the certificate of registration and at the time of creation of a new tenancy. Amendments to the certificate shall be filed within 20 days after any change in the information required to be included herein. If an amended certificate is filed the landlord shall furnish each occupant or tenant with a copy of the amended certificate within 7 days after the amendment has been filed with the municipal clerk in the case of a tenant occupied one family dwelling or a non-owner occupied two family dwelling and within 7 days of receipt of a validated certificate from the Bureau of Housing Inspection in the case of a building or project subject to the "Hotel and Multiple Dwelling Law".

Owner's Signature

Date

NOTE

Filing and acceptance of this form does not constitute approval by Princeton that the rental property described herein complies with any applicable State or Municipal regulations pertaining to said property other than the rent registration requirements of Chapter 16, Article III of the Code Princeton, 2013 and Title 46, Chapter 8, Section 46:8-28 *et. Seq.* of the New Jersey Statutes,

OFFICE USE ONLY

Occupancy ID: _____

Property ID: _____

Date Received: _____

Received by: _____

Via Regular Mail Certified Mail Hand Delivered

Distribution:

Tax Assessor

Building Dept

Health Dept

Zoning Dept

PRINCETON

BUREAU OF FIRE SAFETY & HOUSING INSPECTION

One Monument Drive
P. O. Box 390
PRINCETON, NEW JERSEY 08542
609-497-7646

William S. Drake
Fire Official

Agent Designation/Certification

Rental Property Address: _____

Block: _____

Lot: _____

Part I - To be completed by the owner of record

Owner Name: _____

Address: _____

Phone Number: _____

I hereby certify that I am the owner, or a corporate officer in the case of a Corporation or Partnership, of the above referenced real property located in Princeton, and which is utilized in whole or in part for residential rental purposes. I further certify that pursuant to N.J.S.A. 46:8-28 *et.seq.* or N.J.S.A. 55:13A-3 *et.seq.*, I have legally designated an agent who either resides or has offices in the County of Mercer in the State of New Jersey, and that such agent is authorized to accept service of process on my behalf.

Signature of Owner/Corporate Officer

Date

Part II - To be completed by the owner of record

Designation of Agent

Agent Name: _____

Company (if any): _____

Mailing Address: _____

Phone Number: _____

Part III - To be completed by the Agent

Acceptance of Designation as Agent

I certify that I have accepted the designation as agent for the owner of record of the above referenced residential rental property, and that I have agreed to act on their behalf as may be required by law.

Signature of Agent

Date