



**Princeton**  
Department of Emergency & Safety Services  
Bureau of Housing Inspection  
1 Monument Drive  
Princeton, NJ 08540  
Phone: 609-454-4756; Fax: 609-945-6080  
www.princetonnj.gov

## Residential Rental Property Registration Form

Property Address:			
Block:	Lot:	Number of Rental Units:	<input type="checkbox"/> New <input type="checkbox"/> Renewal

### Property Owner Information

<input type="checkbox"/> Individual Owner(s)	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Corporation
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*\*Partnership, Corporation, & LLC Ownership Types – Please attach a separate list containing the name and address of each officer, director, stockholder or partner.*

Owner Name:	
Owner Address:	
City, State, Zip:	
Home Phone:	
Cell Phone:	Cell Phone #2:
Email:	Email #2:

**Note:** *An Agent must be designated for any individual owner who does not reside nor have a place of business in Princeton or within twenty miles of Princeton, and in the State of New Jersey, or if ownership type is a Corporation, Partnership, or Limited Liability Corporation.*

Agent Name:	
Agent Address:	
City, State, Zip:	
Phone:	Cell Phone:
Email:	

**Note:** *All designated agents must attach a signed “Agent Designation Form”.*

## Rental Property Description

<input type="checkbox"/> Detached Single Family Dwelling	<input type="checkbox"/> Two Family Dwelling (Duplex)
<input type="checkbox"/> Townhouse	<input type="checkbox"/> Condominium
<input type="checkbox"/> Secondary Residence – Detached (e.g. Guest House)	
<input type="checkbox"/> Secondary Residence – Attached (e.g. Mother-in-Law Suite)	
<input type="checkbox"/> Single Family Dwelling (Owner Occupied) with 1 Room Rental	
<input type="checkbox"/> Single Family Dwelling (Owner Occupied) with 2 Room Rentals	
<input type="checkbox"/> Other (please describe):	

## Building Information

Year Constructed:	Number of Stories:	Building Height:
Total Square Feet:	Number of Dwelling Units:	Basement: <input type="checkbox"/> Yes <input type="checkbox"/> No
Heating System Type	<input type="checkbox"/> Forced Hot Air	<input type="checkbox"/> Steam/Hot Water
Heating System Fuel	<input type="checkbox"/> Fuel Oil	<input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric
Electrical System	<input type="checkbox"/> Circuit Breakers	<input type="checkbox"/> Fuses
Roofing Material	<input type="checkbox"/> Shingles	<input type="checkbox"/> Slate/Tile
Smoke Detection System	<input type="checkbox"/> Battery Operated	<input type="checkbox"/> 120V AC Hardwired
	<input type="checkbox"/> Central Station Monitored Fire Alarm	

## Occupant Information

Unit #	Number of Bedrooms	Number of Occupants	Monthly Rent	Other Charges	Utilities Included

Name & Address of Occupants

1.	
2.	
3.	

Unit #	Number of Bedrooms	Number of Occupants	Monthly Rent	Other Charges	Utilities Included

Name & Address of Occupants

1.	
2.	
3.	

*\* Attach a separate list if more space is required.*

## **NOTICE CONCERNING FLOODING OF RENTAL DWELLINGS**

Section 16-28 of the Code of Princeton requires that every landlord shall provide written notification to each of the landlord’s tenants upon the event that a rental dwelling that is the subject of a lease has been determined to:

- (a) Be located in in a flood zone or flood area; or,
- (b) The rental that is the subject of the lease has sustained flood damage requiring repairs for which construction permits have been issued by the construction official; or,
- (c) Either the landlord or prior tenants have filed for and received flood damage payments through the National Flood Insurance Program (“NFIP”); or,
- (d) The landlord has elected to have the rental dwelling participate in a Mitigation Grant Program through the New Jersey Office of Emergency Management (“NJOEM”) for Federal Emergency Management Administration (“FEMA”) grant funding for the sale of the rental dwelling property due to repetitive and severe flooding.

I hereby confirm that I have, prior to the signing of the lease for the rental property, disclosed to my current tenant(s) all information relevant to any flood issues on this property including information regarding flood damage through the National Flood Insurance Program (NFIP) and/or any participation in a Mitigation Grant Program through the New Jersey Office of Emergency Management (NJOEM) or the Federal Emergency Management Administration (FEMA) grant funding.

**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 of Princeton.

\_\_\_\_\_  
Owner’s Signature

\_\_\_\_\_  
Date

<b><u>For Office Use Only</u></b>	
<input type="checkbox"/> Hand Delivered <input type="checkbox"/> Mail <input type="checkbox"/> Email <input type="checkbox"/> Fax <input type="checkbox"/> Online	
Date Received:	Inspection Due:
Occupancy ID:	Property ID: