TENANT/LANDLORD REGISTRATION

[OWNERS OF RENTAL RESIDENTIAL PROPERTY]
PURSUANT TO N.J.S.A. 46:8-28 AND REVISED GENERAL ORDINANCES OF THE BOROUGH OF UNION BEACH, CHAPTER X, SECTION 10

FILING DATE: _____ **FEE:** _____

SECRETARY, CODE ENFORCEMENT: _____

BOROUGH CLERK: _____

ADDRESS OF PROPERTY: _____

BLOCK _____ **LOT**_____

A.] THE NAME, ADDRESS AND TELEPHONE NUMBER OF EACH RECORD OWNER OR OWNERS OF THE PROPERTY, AND EACH PERSON OR ENTITY EXERCISING CONTROL OVER, MANAGING, OR EXERCISING SUPERVISION OF THE PROPERTY. ALL ADDRESSES MUST INCLUDE THE FULL ACCURATE STREET ADDRESS. A P.O. BOX ALONE IS NOT SUFFICIENT, BUT MAY BE INCLUDED, IF USED, ALONG WITH THE STREET ADDRESS. THE TELEPHONE NUMBERS PROVIDED SHALL BE NUMBERS WHERE EACH SUCH INDIVIDUAL CAN BE REACHED DURING BOTH DAY AND EVENING HOURS.

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B.] IF THE RECORD OWNER OR MANAGING/SUPERVISING ENTITY IS A CORPORATION, THE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF EACH CORPORATION OFFICER AND REGISTERED AGENT OF THE CORPORATION SHALL BE LISTED. IF THE RECORD OWNER IS A PARTNERSHIP THE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF EACH GENERAL PARTNER SHALL BE LISTED. IF THE RECORD OWNER IS A LIMITED LIABILITY COMPANY THE NAMES, ADDRESSES AND TELEPHONE NUMBERS OF EACH PERSON DESIGNATED IN THE OPERATING AGREEMENT SHALL BE LISTED. ALL ADDRESSES MUST INCLUDE THE FULL

ACCURATE STREET ADDRESS. A P.O. BOX ALONE IS NOT SUFFICENT, BUT MAY BE INCLUDED, IF USED, ALONG WITH THE STREET ADDRESS. THE TELEPHONE NUMBERS PROVIDED SHALL BE NUMBERS WHERE EACH SUCH INDIVIDUAL CAN BE NREACHED DURING BOTH DAY AND EVENING HOURS.

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C.] IF THE ADDRESS OF ANY RECORD OWNER IS NOT LOCATED IN UNION BEACH, THE NAME, ADDRESS AND TELEPHONE NUMBER OF A PERSON WHO RESIDES IN MONMOUTH COUNTY SHALL BE PROVIDED, WHICH PERSON WILL BE AUTHORIZED TO ACCEPT NOTICES FROM A TENANT OR BOROUGH REPRESENTATIVE, TO ISSUE RECEIPTS THEREFOR AND TO ACCEPT SERVICE OF PROCESS ON BEHALF OF THE RECORD OWNER.

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D.] THE NAME, ADDRESS AND TELEPHONE NUMBER OF ANY AGENT OF THE RECORD OWNER OF THE PROPERTY, IF DIFFERENT FROM THE INFORMATION PROVIDED UNDER "A" OR "B" ABOVE.

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E.] THE NAME, AND ADRESS, INCLUDING THE DWELLING UNIT NUMBER, AND TELEPHONE NUMBER OF THE SUPERINTENDENT, JANITOR, CUSTODIAN OR OTHER INDIVIDUAL EMPLOYED BY THE OWNER OR AGENT TO PROVIDE REGULAR MAINTAINENCE SERVICE TO THE PROPERTY, IF ANY. THE TELEPHONE NUMBERS PROVIDED ON THE FORM SHALL BE NUMBERS WHERE EACH SUCH INDIVIDUAL CAN BE REACHED DURING BOTH DAY AND EVENING HOURS.

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F.] THE NAME, ADRESS AND TELEPHONE NUMBER OF AN AGENT OF THE RECORD OWNER OF THE PROPERTY, IF DIFFERENT FROM THE INFORMATION PROVIDED UNDER "A" OR "B" ABOVE, 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 ANY ESSENTIAL SERVICE OR SYSTEM, AND WHO HAS THE AUTHORITY TO MAKE EMERGENCY DECISIONS CONCERNING THE BUILDING AND THE FINANCIAL RESOURCES TO EFFECT ANY REPAIR OR INCUR ANY EXPENDITURE IN CONNECTION THEREWITH.

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G.] THE NAME, ADDRESS AND TELEPHONE NUMBER OF THE HOLDER OF ANY RECORDED MORTGAGE ON THE PROPERTY.

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H.] IF FUEL OIL OR NATURAL GAS IS USED TO HEAT THE BUILDING AND THE LANDLORD FURNISHES THE HEAT IN THE BUILDING, THE NAME AND ADDRESS OF THE FUEL OIL OR NATURAL GAS DEALER SERVICING THE BUILDING AND THE GRADE OF FUEL OIL OR NATURAL GAS BEING USED.

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I.] THE NAME OF EACH TENANT IN THE RENTAL UNIT. (EXTRA SHEETS MAY BE USED IF REQUIRED.)

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DATE: _____ SIGNED: _____

RENTAL AGENT: _____

THE INFORMATION ON THIS PAGE SHALL BE MAINTAINED BY AND BE AVAILABLE ONLY TO THE ENFORCING AGENCY AND SHALL OTHERWISE REMAIN CONFIDENTIAL AND SHALL NOT BE AVAILABLE TO THE PUBLIC. THIS MUST ALSO BE SIGNED AND DATED AND MUST BE AMENDED EACH TIME THERE IS A CHANGE IN THE IDENTITY OR NUMBER OF OCCUPANTS.

J.] GIVE A SPECIFIC STATEMENT OF THE EXACT NUMBER OF SLEEPING ROOMS CONTAINED IN THE RENTAL UNIT. **A FLOOR PLAN OF THE RENTAL UNIT, IDENTIFYING EACH ROOM, INCLUDING BOTH IT'S DESIGN AND ACTUAL USE, THE DIMENTIONS AND LOCATION OF EACH ROOM, AND THE RENTAL UNITS LOCATION WITHIN THE PROPERTY, SHALL BE SUBMITTED OR DRAWN ON THE BACK OF THIS PAGE, AND SHALL BECOME PART OF THE REGISTRATION FORM MAINTAINED BY THE ENFORCING AGENCY.**

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K.] THE NAME, DATE OF BIRTH AND GENDER OF EACH OCCUPANT FOR THE RENTAL UNIT, WHETHER THE OCUPANT IS A FORMAL TENANT OR NOT. (EXTRA SHEETS MAY BE USED IF REQUIRED.)

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DATE: _____ SIGNED: _____

RENATL AGENT: _____