

**BOROUGH OF PENNS GROVE**

Landlord Licensing Office
(856) 299-4640
(856) 299-3411 Fax

1 State Street
P.O. Box 527
Penns Grove, NJ 08069

Dear Landlord,

As you may be aware the Borough council recently approved a rate increase regarding Property Registration. The ordinance was introduced on September 7, 2005. A public hearing was held on October 18th and Council adopted the ordinance at that meeting. The intention with this rate increase is to allow the Borough to offset the increased cost to administer enforcement for the properties that are not in compliance. The hope is that increased enforcement will ultimately lead to higher property values in the Borough.

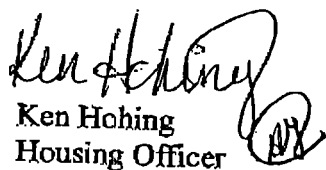
The new rate is \$100.00 per unit and is due within 30 days. Our past policy continues as to late registration. If it is not received within this timeframe you will be assessed a \$100.00 late fee per unit. If you would like more information or to receive a copy of the ordinance you may do so by completing an OPRA form at Borough Hall. Any questions regarding the increase must be made in writing and directed to the Borough of Penns Grove, Housing Office PO Box 527 Penns Grove, NJ 08069.

Enclosed please find a registration form that must be completed for each rental unit. The form has been recently updated, please note the following changes:

- If you use a PO Box for your mailing address you must provide us with a Physical address where we can reach you.
- Criminal Background checks can be completed through the Penns Grove Police Department free of charge. Background checks must be completed for all prospective tenants.
- Floor plans are now required for each Rental Registration. Please draw the layout of each unit and include dimensions of the rooms. Registrations with out floor plans will not be accepted and will be returned.

It is in your best interest to complete the Registration Forms and submit payment within the time prescribed. Failure to comply will result in late fees and ultimately a Court Summons. We thank you in advance for your cooperation.

Sincerely,


Ken Hohing
Housing Officer

One unit per form please.
Please duplicate form as needed

Registration No. _____

BOROUGH OF PENNS GROVE
RESIDENTIAL RENTAL UNIT REGISTRATION CERTIFICATE

In accordance with Borough Ordinance 99-21 the following information is required.

1.

• Rental Unit Address: _____

2.

• Tax Map Reference: Block _____ Lot _____ Current CO #: _____
Attach a copy of Certificate of Occupancy for this Rental Unit as issued by the Borough of Penns Grove or if you are registered with the State of New Jersey as a hotel, motel, or rooming or boarding house, attach a copy of the most recent inspection certificate issued for Rental Unit premises.

• Description of Rental Unit (i.e. Single Family Home, Duplex, Apartment Room): _____

• Height of building where Rental Unit is located (i.e. 1 story, 2 story, etc.): _____

• Is there a basement in Rental Unit building? Yes _____ No _____

• Number of sleeping rooms in Rental Unit: _____

• Rent charged for this Unit: Monthly: _____ Yearly: _____

• How is Rental Unit heated?(i.e. oil/gas/electric): _____

• If fuel oil is used to heat the building and landlord furnishes the heat, the name and address of fuel dealer servicing the unit and the grade of fuel used: _____

3.

• Name of Record Owner: _____

• Social Security/Tax ID#: _____

• Physical Address: (no PO box) _____

• Phone Number: _____

• *Note: If Record Owner is an entity such as a partnership, corporation, LLC, etc., complete the following: List the names and addresses of each partner, stockholder or member of the entity:* _____

• List the names, addresses of each: *managing member* for a LLC, partnership or corporation _____

• Provide name and address of entity's registered agent (as filed with the New Jersey Secretary of State): _____

4.

• If the address of Record Owner is **not** located in Salem County, the name and address of a person who *resides* in Salem County and is authorized to accept notices from a tenant and to issue receipts therefor and to accept service of process on behalf of the Record Owner: _____

• The name and address of the managing agent of the premises, if any: _____

• The name and address, including the dwelling unit, apartment or room number of the superintendent, janitor, custodian or other individual employed by the Record Owner or managing agent to provide regular maintenance service, if any: _____

• 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 Rental Unit, 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 any repair thereto or expenditure in connection therewith:

• Name: _____

• Address: _____

• Phone: Day _____ Night _____ Cell / Other _____

5.

• Is Rental Unit presently occupied: Yes _____ No: _____

• Names of all persons presently authorized to occupy Rental Unit (i.e. tenants):

• Total number of authorized tenants: _____ Is this posted in the unit? _____
(If not please do so)

• Tenant's phone number _____

• Have you completed a criminal background check on these persons through the Penns Grove Police Department? _____ Please attach supporting documentation

6.

• If Rental Unit is insured by owner/landlord against fire/other casualty, peril or accident, list name and addresses of insurance company and policy number: _____

7.

• Name and Address of every holder of a recorded mortgage on the property _____

8.

• Have you received or been notified of any health, safety, or other code violation with respect to the Rental Unit by any federal, state, county, borough official, agency, board or body within the last 12 months; If so explain in detail: _____

• Are all taxes, water and sewer charges current with respect to the Rental Unit property:
Yes: _____ No: _____

• **PLEASE ATTACH A COPY OF THE FLOOR PLAN TO THIS APPLICATION**

CERTIFICATION

The undersigned hereby certifies that:

- (a) the foregoing answers given are true, accurate and complete;
- (b) the undersigned is, represents or is otherwise authorized to file this form for the Record Owner; and
- (c) in the event of any change in the information included in the foregoing, an amended Registration Form shall be filed within 20 days (there is no fee for amending).
- (d) I have read and understand the results of the criminal background check that was completed by and Authorized agency.
- (e) I am aware of all ordinances regarding Housing adopted by the Borough and more specifically ordinance 99-21.
- (f) I understand that it is my responsibility to obtain and be familiar with all state and local laws and ordinances that govern the licensing and operation of rental units in the Borough of Penns Grove.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: _____

Signature: _____

Print Name: _____

Registration fee of \$100.00 is herewith tendered by: Check # _____
 Money Order #: _____ Cash (please obtain receipt) _____