

TOWNSHIP OF WANTAGE
888 Route 23, Wantage New Jersey 07461
Landlord Registration Form

THE LANDLORD REGISTRATION ACT

By law, every landlord of a dwelling, except owner occupied premises with not more than two rental units, must file with the clerk of the municipality in which the residential property is situated, or with the Bureau of Housing Inspection in the Department of Community Affairs, a certificate of registration. The certificate must contain the following information:

DATE: _____ BLOCK: _____ LOT: _____

1) Property Address within Wantage Township:

2) Names and addresses of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

3) If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:

_____ Check here if Record owner is not a corporation.

4) If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-count record owner(s) is as follows:

_____ Check here if all record owners live in the county where the dwelling is located.

5) The name and address of the managing agent is as follows:

_____ Check here if there is no managing agent.

6) The name and address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:

_____ There is no superintendent, janitor, custodian or other person employed to provide regular maintenance service.

7) 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 dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

8) The names and addresses of all holders of recorded mortgages on the property are as follows:

____ There is no recorded mortgage on the property.

9) If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used as follows:

____ The building is not heated by fuel oil

____ The building is heated by fuel oil, but the landlord does not furnish heat.

Date

Landlord or Authorized Representative

SEND COMPLETED FORMS TO TENANT AND MUNICIPAL CLERKS ONLY

ATTENTION! IN ADDITION TO COMPLETING AND FILING THIS LANDLORD REGISTRATION FORM, YOU MUST ALSO REGISTER WITH THE WANTAGE TOWNSHIP CONSTRUCTION DEPARTMENT TO BE IN COMPLIANCE WITH CHAPTER VIII, SECTION 8-2.3b OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF WANTAGE.

IF YOU ARE OBTAINING THIS LANDLORD TENANT REGISTRATION FORM IN PERSON AT WANTAGE MUNICIPAL BUILDING PLEASE ASK ABOUT THE CERTIFICATE OF HABITABILITY FOR THE RENTAL PROPERT. Y.

IF YOU RECEIVED THIS FORM VIA EMAIL, FAX, DOWNLOAD, OR REGUALR MAIL, PLEASE CALL 973-875-7195 OPTION 1. YOU MUST ALSO MAKE ARRANGEMENTS TO RECEIVE AN APPLICATION FORM FOR A CERTIFICATE OF HABITABILITY FOR A RESIDENTIAL RENTAL PROPERTY.