



Borough of Neptune City

106 West Sylvania Avenue
Neptune City, New Jersey 07753

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LANDLORD REGISTRATION STATEMENT – ANNUAL RENEWAL: As a landlord of a home or business, this registration form must be filed with the Borough of Neptune City for each property with rental units. Please complete this form, **making any necessary corrections** and return it to the Borough no later than **January 30 each year for annual renewal**, or prior to leasing the unit to a new tenant.

FEES

New Tenant Rental Registration

\$100.00 each time a new tenant is registered
\$ 75.00 for structures built prior to 1978

Registration Renewal

\$ 0.00 for annual registration renewal for the same tenant.
\$ 75.00 for structures built prior to 1978 (paid every 3 years)

**** A copy of the Landlord Registration Certificate MUST be kept on location of rental unit ****

RENTAL PROPERTY INFORMATION:

Block #: «Block» Lot #: «Lot» Total # of Units per Building: _____

Street Address: «Street Name» «House », «Apartment or Suite », «Town»

Lead-Based Paint- N.J.A.C. 5:28A New Jerseys Lead Safe Certification requires lead-based paint inspection for all rental dwellings constructed during 1978 or prior. Non-exempt properties will be required upon their first turnover or within two years of the effective date of the law, July 22, 2022, to complete their initial Lead Safe Certification inspection. This means that the first inspection must be performed no later than July 22, 2024. All units shall be inspected for lead-based paint hazards every three years, or upon tenant turnover, whichever is earlier. An inspection upon tenant turnover is not required if the owner has a valid lead-safe certificate. Lead-safe certificates are valid for two years. If the lead-safe certificate has expired, and there will be a tenant turnover, an inspection will be necessary before the three-year inspection.

YEAR UNIT WAS BUILT: «YearBuilt» NEXT LEAD SAFE INSPECTION DUE: «NextLeadCert»

****Unit must be in compliance with state law prior to the issuance of a Landlord Registration****

HEATING SOURCE: «HeatSource» If fuel oil is used - Please provide the name and address of the fuel oil dealer servicing the unit and the grade of fuel oil used. **Fuel Oil Supplier & phone number and Fuel Grade:** _____

OWNER INFORMATION: *Include all general partners if partnership; shareholders, record owners if a corporation; and member of a limited liability company.*

Owner's Name: «OwnerName»

Mailing Address: «OwnerMailing»

Phone Number: «OwnerPhone»

E-mail: «OwnerEmail»

MANAGER AND/OR EMERGENCY CONTACT: *If the address of the owner of records is not locate in Monmouth County, a Manager and/or Emergency Contact must be listed.*

Contact Name: «ContactName»

Mailing Address: «ContactMail»

Phone Number: «ContactNumber»

E-mail: «ContactEmail»

**If the Property is owned by an LLC or Corporation
a copy of the Certificate from the NJ Department of Treasury MUST be included**

PROOF OF LIMITED LIABILITY INSURANCE:

Per P.L. 2022, c. 92: Owners of residential and non-residential spaces will be required to annually register the certificate of insurance in the municipality where the business or rental unit is located. Owners of a businesses, or one or more rental units, must maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence. Property owners who do not file annually a copy of their certificate of insurance may be subject to a fine of not less than \$500, but no more than \$5,000, against an owner failing to comply with the law.

Copy of Insurance Certificate on File Expires: «InsuranceCert»

If the certificate expires prior to the end of year, please supply an updated certificate

CO Certificate Number: «CO»

TENANT INFORMATION:

For each unit you must provide Name, Gender Identity, Adult or Child of **every tenant**:

Block: «**Block**» Lot: «**Lot**» Street Address: «**Street Name**» «**House** », «**Town**»

Apartment/Unit #: «**Apartment or Suite** » Number of bedrooms: _____ Number of Tenants: _____

Last name	First name	Adult/Child (age)	Gender Identity
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«**TenantName**»

Tenant has pets: YES NO **Number of** - Dog(s) _____ Cat(s) _____ **Other pets** – Type _____ Number _____

CONFIDENTIAL POLICE DEPT. USE:

***Megan’s Law Statement** Has any person to commence residency after August 22, 2005 been convicted of N.J.S.A. 2C:7-1 et seq. (Registration and notification of release of certain offenders) **Certification on File: «MegansLaw»**

Each Landlord Registration expires on December 31 of every year and must be renewed within 30 days of expiration.
There is **NO fee** for renewal for tenants who remain from the previous year; however, a new form must be submitted.

As a reminder: Landlord Registrations and fees must be filed and paid with every change of tenant no matter the time of year.

FEES:				
Accepted by: _____				
[]	New Tennant	\$100.00	Cash Check# _____	Date Paid: _____
[]	Structures Built Prior to 1978	\$ 75.00	Cash Check# _____	Date Paid: _____
[]	Annual Registration (same tenant)	\$ 0.00	Cash Check# _____	Date Paid: _____
[]	Same Tenant in Structure Built Prior to 1978		Last Paid: _____	Next Due: _____
	Due every 3 years for structures built prior to 1978	\$ 75.00	Cash Check# _____	Date Paid: _____