



Borough of Mount Arlington

419 Howard Boulevard

Mount Arlington, NJ 07856

www.mountarlingtonnj.org

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CERTIFICATE OF REGISTRATION

NJSA 46:8-28, et. seq

BOROUGH CODE CHAPTER 133

LANDLORD REGISTRATION OF RENTAL DWELLING UNITS

- By law, every landlord of a dwelling, **except owner-occupied** premises with **not more than two (2) rental units**, must file with the clerk of the municipality in which the residential property is situated, a certificate of registration (N.J.S.A. 46:8-28).
- If your building contains three (3) or more apartments, the landlord must register with:

New Jersey Department of Community Affairs

Bureau of Housing Inspection

P.O. Box 810

Trenton, New Jersey 08625-0810

(609) 633-6225

The Department of Community Affairs will forward a copy of the filed statement to the Municipal Clerk for the public records of the municipality.

- In addition to the filing of the registration statement, **landlords are required to provide each tenant with a copy of the registration certificate** (N.J.S.A. 46:8-28). The landlord should have the tenant sign and date a copy “received” when the tenant moves in and the record should be made a permanent part of the tenant’s file.

Name of Tenant: _____
Tenant Phone #: Home: _____ Cell: _____
Property Address: _____

Name of Owner: _____
Owner Phone #: Home: _____ Cell: _____

Agent: _____
Telephone #: Home: _____ Cell: _____

_____ No superintendent, janitor, custodian or other person to provide regular maintenance services.

Mortgage Holder: _____

Fuel Oil Company: Name: _____ Telephone #: _____

If you would like future utility bills to be sent directly to the tenant(s), please contact the Tax & Utility Office to complete a Name/Address Change Authorization Form.

In making this application I hereby certify that:

- The information provided herein is true in every detail.
- I understand that the filing of this registration does not affect or change my obligations to adhere to any applicable State and/or Federal law, regulation or other obligation with respect to this rental property.
- I understand that this form is for informational purposes only and does not affect or change my obligations to adhere any applicable State and/or Federal law regulation or other obligation with respect to this rental property.
- I agree to save and hold harmless the Borough of Mount Arlington, its agencies, departments, officials and employees from any liability or damages arising out of the rental of my property.

Owner Signature: _____

Dated: _____

Certificate of Registration filed in the Clerk's Office, Borough of Mount Arlington, Morris County, NJ on _____ .

M. Bansch, Borough Clerk

Copies: Police Chief, Fire Chief and Tax Assessor

THIS FORM IS TO BE SUBMITTED ANNUALLY EVERY JANUARY OR RE-FILED IF TENANTS OR ANY OTHER INFORMATION SHOULD CHANGE.