

Borough of Middlesex

1200 Mountain Ave, Middlesex, NJ 08846

bpalumbo@middlesexboro-nj.gov

LANDLORD RENTAL REGISTRATION FORM

This form is required to be completed by all landlords for each individual dwelling unit available for rent and filed with the Zoning Officer on an annual basis as per Section 320 of the Codes of the Borough of Middlesex. It is the landlord's responsibility to assure that all required information is accurate, updated as needed and completed on an annual basis.

(1) Property Address:

(2) The names, addresses, phone & emails 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:

or

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 as an emergency contact and to accept service of process on behalf of the out-of-county record owner(s) is as follows:

The addresses of all record owners in the county in which the dwelling is located:

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

or

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:

or

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

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(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:

_____ or

[] 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 are as follows:

_____ or

[] The building is not heated by fuel oil

(11) The number of bedrooms in this dwelling unit per floor:

(12) Names of each and every individual that is residing in this dwelling unit:

Are the listed tenants currently receiving rental assistance for a government agency? [] yes or [] no
If yes, please list the Agency assistance is being provided:

Print name of Landlord
or Authorized Representative

Signature of Landlord
or Authorized Representative

Date of Signature

FOR OFFICE USE

Date Received: _____ Date Approved: _____

Comments: _____

Signature of Zoning Officer