



Office of the Borough Clerk
47 Broad Street
Eatontown, New Jersey 07724

Phone: 732-389-7601 Fax: 732-389-7602 E-mail: clerk@eatontownnj.com

REGISTRATION STATEMENT

Single Dwelling

Fee: \$50.00

Please fill out the entire form, completely.

§150-16 Landlord/Tenant Registration Fee.

[Added 5-11-2011 by Ord. No. 06-2011; amended 10-24-2012 by Ord. No. 30-2012]

Every landlord of a residential unit is required to register the property with the Municipal Clerk or the Department of Community Affairs except that owner-occupied two-family properties are exempt. All single-family dwellings or two-dwelling units not owner-occupied that are rented require the landlord to register with the Municipal Clerk as required by N.J.S.A. 46:8-27 through 46:8-38 for each rental unit occupied with information required by statute and be charged a fee of \$50.00 at the time of each new tenancy occupancy, with a copy of the registration statement provided by the landlord to each new tenant.

****THIS FORM MUST BE COMPLETE EACH TIME THERE IS A NEW TENNANT****

Property Address: _____

E-mail: _____ **Phone:** _____

Owner's Name: _____

Owner's Address: _____ **City/State:** _____

If owner is a corporation – list the name and address of registered agent/corporate officer(s): _____

Name of Tenant(s): _____

Name of Property Manager: _____ **Phone:** _____

Address: _____

Name of Mortgage Holder: _____

Name of Person who provides Maintenance to the Property: _____ **Phone:** _____

Address: _____

Emergency Contact: _____ **Phone:** _____

Address: _____

Utility Companies Servicing Property: _____

Today's Date

Printed Name

Signature

Clerk's Certification: *I hereby certify that this document was received and filed in the Office of the Clerk of the Borough of Eatontown*

Signed by: _____ Stamped Date Received: _____

Paid ~ Check or Receipt Number: _____

Copy: Housing Inspector