

**CITY OF JERSEY CITY**  
**Office of the City Clerk**  
280 Grove Street  
Jersey City, New Jersey 07302

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## LANDLORD REGISTRATIONS

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### THE NEW JERSEY LANDLORD REGISTRATION ACT

- 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, or with the Bureau of Housing Inspection in the Department of Community Affairs, 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**
    - PO 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. 46:8-28-29). 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.
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# 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:

Street Address:	Block:	Lot:
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The name and address of the record owners. If such owners are a partnership, the name of all general partners. If such owners are a corporation, the name and address of the registered agent and corporate officers:

Name:	Phone:
Address:	

If the address of any record owner is not located in the county in which the premises is located, the name and address of a person who resides in the county in which the premises are located and is authorized to accept notices from a tenant and to issue receipt therefore and to accept service of process on behalf of the record owner:


The name and address of the managing agent of the premises:

Name:	Phone:
Address:	

The name and addresses, including the dwelling unit, apartment or room number of the superintendent, janitor, custodian or other individual employed by the record owner to provide regular maintenance service:

Name:	Phone:
Address:	

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:

Name:	Phone:
Address:	

The name and address of every holder of a recorded mortgage on the premises:

Name:	Address:
Name:	Address:
Name:	Address:

If fuel oil is used to heat the building and the landlord furnishes the heat in the building, the name and address of the fuel oil dealer servicing the building, and the grade of fuel oil used.

Name:	Address:
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Signature of Owner: \_\_\_\_\_

Received by: \_\_\_\_\_