



STEVEN M. FULOP  
MAYOR

# CITY OF JERSEY CITY

Department of Housing, Economic Development and Commerce

Division of Tenant Landlord Relations

***This Application must be filled out completely in order for it to be processed***

**LANDLORD VACANCY CAPITAL IMPROVEMENT**

**LANDLORD'S NAME AND ADDRESS:**

Date: \_\_\_\_\_ 20 \_\_\_\_  
Claim # V: \_\_\_\_\_ 20 \_\_\_\_  
BLOCK \_\_\_\_\_ LOT \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
E-mail: \_\_\_\_\_

Building Address: \_\_\_\_\_ Apt # \_\_\_\_\_ Jersey City, NJ \_\_\_\_\_

The Apartment was vacant from \_\_\_\_\_ to \_\_\_\_\_, during that time I did Capital Improvement work in the Amount of \$ \_\_\_\_\_ Which involved: (specific work): \_\_\_\_\_

Pursuant to Chapter 260-3 C of the Jersey City Code, the Vacancy Capital Improvement warrants a rent increase of \$ \_\_\_\_\_ And increases the rent for the apartment from \$ \_\_\_\_\_ to \$ \_\_\_\_\_ Chapter 260-9 Sec. D # 1 \$ 125.00 per housing space for Capital Improvement to Vacant housing space. Enclosed please find My application for Vacancy Capital Improvement, and the fee of \$ 125.00 and the relevant documents that support the application

I hereby certify that all the statements and documents provided are true.

\_\_\_\_\_  
Landlord Signature

Sworn to and Subscribe before me This \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
**Notary**  
30 MONTGOMERY STREET, 4<sup>TH</sup> FLOOR, ROOM 415 • JERSEY CITY, N.J 07302-3821  
PHONE: (201) 547-5127 (201) 547-5847 • FAX: (201) 547-5803

**Itemize the cost for improvement of these services and indicate the amortization period for this investment.**

For cost over \$ 5,000.00	For cost under \$ 5,000.00
\$ 1.55 per \$ 100.00	\$ 1.35 per \$ 100.00
Amount of increase	Amount of increase

**PROPOSED METHOD OF ALL ALLOCATION**

<b>Plumbing, Heating:</b>	<b>\$</b>			<b>\$</b>	
<b>Structural:</b>	<b>\$</b>			<b>\$</b>	
<b>Fire prevention,:</b>	<b>\$</b>			<b>\$</b>	
<b>Electrical:</b>	<b>\$</b>			<b>\$</b>	
<b>Others:</b>	<b>\$</b>			<b>\$</b>	
<b>Total</b>	<b>\$</b>			<b>\$</b>	

**NOTE:**

\* Cost refers to the total cost of all capital improvement done in the apartment during the vacancy period

V 

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DATE	VENDOR	ITEM	COST

\_\_\_\_\_  
Landlord Signature to confirm statements made above      Day of \_\_\_\_\_ 20\_\_\_\_\_

**Check List for Vacancy Capital Improvement**  
**Itemized cost must be given in the proposal of work**

- 1-Vacancy Dates and Proof thereof
- 2- Description of work that was done during the vacancy (include pictures, before and after).
- 3- Proof that work was done- proposal for work, certificate of continued occupancy, etc
- 4- Copies of applicable permits, and compliance with applicable official codes
- 5- Proof of payment, canceled checks, receipts, etc
- 6- Proof of Registration of the new rent
- 7- Payment of \$ 125.00 fee to City of Jersey City Treasurer
- 8- Completed information package, one for each improved apartment, with notarized Vacancy Capital Improvement letter (on page #1)

The following calculations are as required under Chapter 260 Rent Control Ordinance.  
C-14 A. Page 26006- Ord. 260-3 Sec. C-Para 1 Sec (a) and (b) Vacant space  
(Amended 8-12-1998 by No. 98-116) Page 26010 Ord. 260-5 Sec E- Para 2 (Depreciation)

For Vacancy capital improvement value of \$ 10.000 the resulting rent increase is calculated as follows:

Example:  $\$ 10,000 \times \$ 1.55. = \$ 15,500$  then divided by  $\$100= \$ 155.$  Per month

And for V.C.I, value of \$ 5.000 the rent increase calculates as follow:

Example:  $\$5.000 \times \$ 1.35 = \$ 6,750$  then divided by  $\$ 100= \$ 67.50.$  Per month