



Office of the Borough Clerk  
47 Broad Street  
Eatontown, New Jersey 07724  
Phone: 732-389-7601  
E-mail: [clerk@eatontownnj.com](mailto:clerk@eatontownnj.com)

## LANDLORD REGISTRATION STATEMENT

Single Dwelling Filing 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 COMPLETED FOR EVERY NEW TENANT\*\***

Property Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City/State: \_\_\_\_\_

Owner's Address for (SEE OVER) \_\_\_\_\_ City/State: \_\_\_\_\_

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

Name of Tenant(s) (up to five (5) unrelated tenants): \_\_\_\_\_

Name of Property Manager and/or Managing Agent: \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Mortgage Holder: \_\_\_\_\_

Name of Person who provides Maintenance to the Property: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Utility Companies Servicing Property: (If fuel oil is used to heat the building, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used) \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

**I certify that the information I have provided is correct and may be relied upon by the Borough. I understand it is my responsibility to update this information when necessary. Failure to provide accurate or updated information may result in a fine in accordance with 150-16.**

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, Code Enforcement Officer

OVER

- If the record owner is a corporation, the name and address of the registered agent and corporate officers of said corporation.
- If the record owner is a partnership, the name of all general partners shall be provided.
- If the address of any record owner is not located in Monmouth County, the name and address of a person who resides in Monmouth County and is authorized to accept notices from a tenant and to issue receipts therefore and to accept service of process on behalf of the record owner.
- The name and address, including dwelling unit numbers, apartment or room number of the superintendent, janitor, custodian or other individual employed by the record owner or managing agent to provide regular maintenance, if any.