



# TOWNSHIP OF NORTH BRUNSWICK LANDLORD REGISTRATION

Chapter 266-10, "Rental Housing" of the Code of the Township of North Brunswick, requires every landlord to register with the Department of Community Development every three (3) years on October 1st. Landlord registrations shall expire on the third September 30th following their filing.

**A fee of \$30 shall accompany each application made payable to the Township of North Brunswick and mailed to 710 Hermann Road, North Brunswick, NJ 08902. (One fee per property, not per unit.)**

Street Address of rental housing unit: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_

This property is a:  Single family home, townhouse or condominium being rented in its entirety.

A two-family dwelling where both units are being rented separately.

A two-family dwelling that is owner occupied in one unit and the second unit is rented.

Name of Property Owner(s): \_\_\_\_\_

Primary Owner's Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Please provide emergency contact information for someone with the authority to make emergency decisions:

Contact Name: \_\_\_\_\_

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

If the record landlord is a corporation, contact information for the managing agent appointed by owner for the purpose of providing regular maintenance service, and receiving service of process and other orders or notices.

Agent Name: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**I acknowledge as the property owner that I am responsible for securing a rental inspection through the Department of Community Development prior to each and every new tenancy. I am also ultimately and legally responsible for all municipal charges, including water and sewer fees, and that any municipal lien remaining unpaid on the eleventh day of the eleventh month of the July 1 fiscal year is subject to tax sale.**

**Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**PLEASE READ THE REVERSE SIDE TO LEARN ABOUT NEW STATE MANDATED REQUIREMENTS FOR AN INSURANCE CERTIFICATE AND LEAD BASED PAINT CERTIFICATE FOR HOMES BUILT PRIOR TO 1978 AND ENCLOSE THOSE DOCUMENTS AS REQUIRED WITH THIS APPLICATION!**

**OFFICE USE ONLY: Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Check No.: \_\_\_\_\_ Cash:**

## NEW LIABILITY INSURANCE REQUIREMENTS FOR ALL RENTAL PROPERTIES

The owner of a rental unit or multi-family home which is four or fewer units, one of which is owner-occupied, shall annually provide to the township a certificate of insurance that maintains liability insurance in an amount of no less than \$300,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.

Otherwise, the owner of a rental unit or multi-family home shall annually provide to the township a certificate of insurance that maintains liability insurance in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.

**A valid certificate of insurance must be submitted at the time of submitting a landlord registration or renewal, or seeking a rental inspection for a change of tenancy.**

## NEW LANDLORD VALID LEAD-SAFE CERTIFICATION REQUIREMENTS PURSUANT TO STATE OF NEW JERSEY P.L. 2021, CHAPTER 182

All landlords of single family, two-family, and multi-family homes constructed prior to 1978 are required to provide to the township a valid lead-safe certification affirming the absence of lead-based paint hazards. The lead evaluation contractor must be certified to provide lead paint inspection services by the NJ Department of Community Affairs.

**A valid lead-safe certification must be submitted at the time of submitting a landlord registration or renewal, or seeking a rental inspection for a change of tenancy.**

**A state issued list of certified lead abatement contractors can be found here:  
[https://www.state.nj.us/dca/divisions/codes/publications/pdf\\_lead/ld\\_abat\\_c.pdf](https://www.state.nj.us/dca/divisions/codes/publications/pdf_lead/ld_abat_c.pdf)**

If a lead evaluation contractor finds that a lead-based paint hazard exists in a dwelling unit upon conducting an inspection, then the owner of the dwelling unit shall remediate the lead-based paint hazard by using abatement or lead-based paint hazard control methods, approved in accordance with the provisions of the "Lead Hazard Control Assistance Act," P.L.2003, c.311 (C.52:27D-437.1 et al.). Upon the remediation of the lead-based paint hazard, the lead evaluation contractor or permanent local agency shall conduct an additional inspection of the unit to certify that the hazard no longer exists and then provide that certification to the township.