



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 REQUIRED 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 or secure a valid lead-safe certification affirming the absence of lead-based paint hazards.

Effective May 1, 2024, when a lead safe certificate is not otherwise provided by a qualified contractor, a municipal code enforcement officer who has been certified will conduct a “visual inspection” of lead-based paint hazards at the time of a landlord registration, renewal, or rental inspection for a change of tenancy. A successful inspection will result in the issuance of a lead-safe certification by our office.

A lead inspection by our office requires a \$20 fee, which may be incorporated with a rental inspection payment.

The submission of a third-party lead-safe certification also requires a \$20 fee, which we are required to collect and remit to the State of New Jersey.

If our inspector 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 a licensed contractor 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, a licensed lead evaluation contractor shall conduct an additional inspection of the unit to certify that the hazard no longer exists and then provide that certification to the township.