

FOR BOROUGH USE ONLY
Initial inspection of rental property
Inspection following change in occupancy
Fee paid \$ _____ CK# _____
Ref# _____

RESIDENTIAL RENTAL PROPERTY REGISTRATION
BOROUGH OF BERNARDSVILLE
166 MINE BROOK ROAD
BERNARDSVILLE, NJ 07924

For information, call the Code Enforcement Officer (908) 766-3000 Ext. 129 or write to the address above or rentalhousing@bernardsvilleboro.org.

***** All information must be supplied each year*****

**Please enclose an annual inspection fee of \$100 per rental unit payable to
Borough of Bernardsville.**

PLEASE COMPLETE THE FOLLOWING INFORMATION: **Date:** _____

1. Street address of unit:

Block _____ Lot _____ Qual _____
Unit/Apt. # if part of a multi unit building _____
Total number of units in building _____

2. Type of registration **circle one**: Landlord Registration Change of tenancy

3. Type of unit **circle one**: Apartment in (multi-family dwelling) - Single Family Home-
Condominium - Access Dwelling (Cottage/Carriage House etc.)
Other (explain) _____

4. *Owner: (Taxpayer) _____ *Phone _____
*Address _____ City _____ State _____ Zip _____
*Owner is: Individual Corporation Partnership LLC
Other (explain) _____

If the owner is not an individual, list the registered agent to receive legal process:

4a. Registered Agent: _____ Phone: _____
Address: _____ City _____ State _____ Zip _____

If the owner does not match the property, list the managing agent:

5. Managing Agent: _____ Phone: _____
Address: _____ City _____ State _____ Zip _____

6. Emergency Contact (person to be contacted after hours in case of fire, flood or other
emergency. If not completed, contact will be attempted to managing agent if any or
owner): _____ Phone: _____

Proof of permits maybe required & zoning at anytime

7. Responsibility under lease (this does not absolve landlord of ultimate responsibility)

Check one in each row:

	<u>Landlord</u>	<u>Tenant</u>
Heat	_____	_____
Electric Service	_____	_____
Water	_____	_____
Sewer	_____	_____
Yard Maintenance	_____	_____

8. Heating fuel type: Oil Gas Electricity Other(explain)_____

Detail if oil:_____ Phone:_____

Address:_____ City_____ State_____ Zip_____

9. **Attach a floor plan of the rental unit showing dimensions of each room.**

Fill in the table below with **number** of rooms on each floor.

	<u>Attic</u>	<u>2nd floor</u>	<u>ground floor</u>	<u>basement</u>
Number of Bedrooms:_____	_____	_____	_____	_____
Number of Kitchens: _____	_____	_____	_____	_____
Number of Full Baths:_____	_____	_____	_____	_____
Number of Restrooms (no tub/shower)_____	_____	_____	_____	_____
Number of Living/Family rooms	_____	_____	_____	_____
Number of Dining Rooms	_____	_____	_____	_____
Nature and location of other rooms tenant may use _____				

10. Tenant Information: **Lease Date** From:_____ To:_____

Name(s) on Lease:_____ Phone:_____

Address:_____ City:_____ State_____ Zip_____

Names and relationship to named tenant of all occupants (add sheets if needed):

11. Send certificate of registration to (if not owner):

Name:_____

Address:_____ City:_____ State:_____ Zip:_____

I hereby certify that to the best of my knowledge the information above is accurate. I further certify that I will maintain the subject property in compliance with the Bernardsville Borough zoning ordinance, the residential property maintenance code, the New Jersey State Housing Code, the Uniform Fire Code, and all other applicable, statutes, ordinances and regulations.

Print:_____

Signature:_____ Date:_____

BOROUGH OF BERNARDSVILLE

Revised August 31, 2011

TENANT NOTIFICATION

(THIS FORM MUST ACCOMPANY YOUR REGISTRATION)

Before you move into your rental dwelling unit, whether a house, an apartment or a room, your landlord must obtain a Certificate of Rental Housing Compliance from the Borough of Bernardsville showing that your unit complies with the Borough Property Maintenance Code, the State Housing Code, the Uniform Fire Code and other statutes, ordinances and regulations (the "Codes"). That certificate must be posted in a conspicuous place in your unit. A new certificate is required for each new tenant, so the certificate must list your name.

Inspections of your unit may be conducted by the code enforcement officer to ensure compliance with the Codes. Inspections ordinarily will be conducted between 8:00 a.m. and 7:00 p.m. Monday through Friday. Inspections may be conducted only with your consent, however, you must allow the inspector to inspect the unit or you maybe subject to the penalties set forth in the ordinance.⁽¹⁾ If none of the adult occupants of your apartment speaks English, an interpreter must be present during the inspection.

The Codes are for your protection. If you feel that your landlord is not complying with the Codes, please contact the Borough Code Enforcement Officer as indicated below. You and your landlord have continuing obligations to comply with the Codes. **There is a limit on the number of people that may reside in your unit. In most cases, rooms located in attics or basements may not be used for sleeping.** If you have any questions or need more information about the Codes, please contact the borough code enforcement officer at (908) 766-3000 ext. 129, by e-mail to rentalhousing@bernardsvilleboro.org or by visiting or writing Borough Hall, 166 Mine Brook Road, Bernardsville, NJ 07924.

Your landlord will require you to sign the statement below as proof you have received this notification. Please do not sign it unless you have received a copy.

I hereby acknowledge receipt of the above notification.

Witness

Tenant

Print Name

Print Name

Date: _____

¹ Borough Code Section 11-2.6 Enforcement a. The Code Enforcement Officer and his agents are hereby authorized and directed to exercise the powers prescribed by this Code, to enforce this Code, and to make inspections to determine the condition of the residential premises, structures and buildings and dwellings, dwelling units and lodging units (hereinafter "premises") located within the Borough of Bernardsville. No inspection shall interfere with the legal and constitutional rights of the owner or occupant. **Every occupant shall give the Borough Housing Inspector access at all reasonable times for the purpose of inspecting the premises in accordance with the provisions of this Code.....**