

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

RESIDENTIAL RENTAL PROPERTY REGISTRATION

BOROUGH OF BERNARDSVILLE

P.O. BOX 158

166 MINE BROOK ROAD

BERNARDSVILLE, NJ 07924

For information, call the Code Enforcement Officer, (908) 766-3000 Ext. 114, or write to the address above or rentalinfo@bernardsvilleboro.org.

PLEASE COMPLETE THE FOLLOWING INFORMATION:

1. Street address of unit:

Block _____ Lot _____
Unit identifier if part of multi-unit building _____

2. Type of registration: Initial Annual Change of tenancy
(except at initial registration, "same" may be used to answer any item below unchanged from previous registration)

3. Type of unit: Room Apartment Single family house Duplex
Other (explain) _____

4. Owner: _____ 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 manage 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: _____

7. Responsibility under lease (this does not absolve landlord of ultimate responsibility).
Check one in each row:

	Landlord	Tenant
Heat		
Electric Service		
Water		
Sewer		
Yard Maintenance		

8. Heating fuel type: Oil Gas Electricity Other (explain) _____
 Dealer if oil: _____ Phone: _____
 Address: _____ City, State, ZIP: _____

9. Attach a floor plan of the rental unit showing dimensions of each room unless previously furnished and unchanged and fill in the table below with numbers of rooms in the rental unit on each floor. Also attach floor plan of the building if the rental unit is less than an entire building:

	Attic	2 nd floor	ground floor	basement
Bedrooms	_____	_____	_____	_____
Kitchens	_____	_____	_____	_____
Full Bathrooms	_____	_____	_____	_____
Restrooms (no tub/shower)	_____	_____	_____	_____
Living/family rooms	_____	_____	_____	_____
Dining rooms	_____	_____	_____	_____
Nature and location of other rooms tenant may use:	_____			

10. Tenant Information:
 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: _____ Phone: _____
 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.

Signature: _____ Date: _____
 Owner or authorized agent

**BOROUGH OF BERNARDSVILLE
NEW TENANT NOTIFICATION**

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. 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.

Contact the borough code enforcement officer at (908) 766-3000 Ext. 114, by E-mail to rentalinfo@bernardsvilleboro.org or by visiting or writing Borough Hall, 166 Mine Brook Road, P. O. Box 158, 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: _____

MUNICIPALIDAD DE BERNARDSVILLE
NOTIFICACION A NUEVO INQUILINO

Antes de que un inquilino nuevo se mude a su inmueble, ya sea una casa, un apartamento, o un cuarto, el propietario deberá obtener en la Municipalidad de Bernardsville un Certificado de Aprobación de Propiedad Inmobiliaria para la Renta demostrando que su vivienda cumple con el código de mantenimiento a la propiedad de la municipalidad, con el código de vivienda estatal, el Código de Incendios Uniforme y otras leyes, ordenanzas, y regulaciones (los "Códigos"). Dicho certificado deberá ser puesto en un lugar visible en su vivienda. Se requiere un certificado nuevo para cada inquilino nuevo, por lo que el certificado deberá tener su nombre.

Oficiales encargados de hacer cumplir estos reglamentos pueden llevar a cabo inspecciones en su inmueble para asegurarse del cumplimiento de los Códigos. Las inspecciones por lo regular serán llevadas a cabo entre las 8:00am y 7:00 p.m. de Lunes a Viernes. Las inspecciones pueden ser llevadas a cabo solo con su aprobación. Si ninguno de los inquilinos adultos en su apartamento habla Ingles, un intérprete deberá estar presente durante la inspección.

Los Códigos son para su protección. Si usted cree que el dueño de la propiedad no esta cumpliendo con los Códigos, por favor contacte al oficial encargado de hacer cumplir los reglamentos en la municipalidad como se indica abajo. Usted y el propietario tienen una obligación continua de cumplir con los Códigos. Hay un límite en el número de personas que pueden residir en su inmueble. En la mayoría de los casos, los cuartos localizados en el ático (altillo) o sótanos no se pueden utilizar para dormir. Si usted tiene una pregunta o necesita más información sobre los Códigos, por favor contacte al oficial municipal encargado de hacer cumplir los reglamentos.

Contacte al oficial municipal encargado de hacer cumplir los reglamentos al 908-766-3000 Ext. 114, por e-mail a rentalinfo@bernardsvilleboro.org o visitando o escribiendo a Borough Hall, 166 Mine Brook Road, PO Box 158, Bernardsville, NJ 07924.

Se requiere que el dueño del inmueble obtenga su firma en la parte de abajo de este documento para comprobar que usted recibió esta notificación. Por favor no firme este documento al menos que usted reciba una copia.

Yo certifico por la presente de haber recibido la notificación anterior.

Firma del Testigo

Firma del Inquilino

Nombre de Testigo

Nombre de Inquilino

Fecha: _____