



Borough of Waldwick

Landlord/Tenant Registration

In accordance with and Chapter 54, Housing Standards, Section 4-Registration of Tenancy of the Code of the Borough of Waldwick and N.J.S.A. 46:8-27 et seq., every landlord shall file with the Municipal Clerk of the Borough of Waldwick in the case of a one-dwelling unit rental or a two-dwelling unit non-owner occupied premises, or with the Bureau of Housing Inspection in the Department of Community Affairs in the case of a multiple dwelling as defined in Section 3 of the "Hotel and Multiple Dwelling Law" (N.J.S.A. 55:13a-3), a certificate of registration on forms prescribed by the Commissioner of the Department of Community Affairs.

ADDRESS OF PROPERTY TO BE RENTED

BLOCK/LOT

YEAR DWELLING BUILT

(1) Tenant name, apartment number, phone number, e-mail address of each occupant for each unit and date of occupancy:

(2) The names and addresses of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

(3) If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:

☐ Record owner is not a corporation.

(4) If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person who resides in the county and is authorized to accept notices from a tenant to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner(s) is as follows:

☐ The addresses of all record owners in the county in which the dwelling is located:

(5) The name and address of the managing agent is as follows:

☐ There is no managing agent.

RETURN COMPLETED FORM TO THE MUNICIPAL CLERK
63 Franklin Tpke, Waldwick, NJ 07463

****REMINDER - Any change in tenants requires a Certificate of Compliance Inspection****

*****Please click HERE for Lead Paint Inspection requirements if home built prior to 1978*****

(6) The name and address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:

☐ There is no superintendent, janitor, custodian or other person employed to provide regular maintenance service.

(7) The name, address and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

(8) The names and addresses of all holders of recorded mortgages on the property are as follows:

☐ There is no recorded mortgage on the property.

(9) If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

☐ The building is not heated by fuel oil.

☐ The building is heated by fuel oil, but the landlord does not furnish heat.

(10) If the security deposit is in an interest-bearing account, list the names and addresses of the banks:

The landlord shall also file any form or documents that he/she files with the Bureau of Housing Inspection.

Registration Fee: \$30.00 payable to the *Borough of Waldwick*

Name and addresses are subject to the Open Public Records Act (OPRA)

Date

Signature of Property Owner or Authorized Representative Signature)

Printed Name

Address

Phone Number

Email address

FOR OFFICIAL USE ONLY BY MUNICIPAL CLERK ONLY

☐ Annual Registration Fee \$30.00

☐ Amended Registration/Tenant Change – No Fee

Date Received

Check No.

Kelley Halewicz, Municipal Clerk