

Total Number of Units _____
Number of Units being Inspected _____

LANDLORD IDENTITY STATEMENT

DUE DATE: _____

BUILDING ADDRESS: _____

TENANT DWELLING REGISTRATION FORM

THE FORM OF THE CERTIFICATION OF REGISTRATION TO BE FILED WITH THE OFFICE OF CODE ENFORCEMENT AND DISTRIBUTED TO TENANTS BY OWNERS OF OCCUPIED RENTAL DWELLINGS SHALL BE SUBSTANTIALLY AS FOLLOWS:

Please type or print all information:

1. The name and addresses of all record owners of the building or of the rental business (including all general partners in the case of a partnership) are as follows (name, address, and phone number):

2. If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows (name, address and phone number):

Record owner is not a corporation

3. 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) are as follows (name, address and phone number):

4. The managing agent is as follows (names, address and phone number):

There is no managing agent

5. A superintendent, janitor, custodian or other person employed to provide regular maintenance services are as follows: (name, address, including apartment number, dwelling, unit, etc.. and phone number):

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

7. The name and address of the holders of recorded mortgages on the property are as follows:

() There is no recorded mortgage on the property

8. If fuel oil is used to heat the building and the owner 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 (name, address and phone number):

9. Number of dwelling units _____

10. Name, phone and unit numbers of all tenants, including children:

Driver's License Number of tenants: _____

11. A floor plan of the building must be submitted. The floor plan should indicate all rooms, doors, kitchens, sleeping areas, etc..

() Floor plan attached

12. The owner of the property is a senior citizen and qualifies under NJ State Statue 54:4-8.41

() Yes () No

13. Drivers License Number for the registering owner: _____ State _____

Signature _____ Printed Name _____ Title _____ Date _____

A separate form must be completed and a \$80.00 fee paid for each rental unit. Make the checks payable to the Borough of Oaklyn. If the forms are not received by the due date, a \$40.00 late fee will be assessed. If you have any questions concerning this form, please call the Office of Code Enforcement at 856-858-2457 x 100.

Do not write below this line

Check number: _____ Amount: _____ Date Received _____