



# Borough of East Newark

34 Sherman Avenue  
East Newark, New Jersey 07029  
Phone: (973) 481-2902  
Fax: (973) 481-0627  
www.boroughofeastnewark.com

## BOROUGH OF EAST NEWARK RENTAL PROPERTY REGISTRATION (Chapter 14 of the Municipal Code Ordinance 07-16)

**IF YOU DO NOT COLLECT RENT, COMPLETE SECTIONS I, IIa AND IIb SIGN AND RETURN THE FORM**

**ALL PERSONS RECEIVING THIS FORM MUST RETURN THE COMPLETED FORM WITHIN 30 DAYS TO:**

ROBERT B. KNAPP, BOROUGH CLERK  
34 SHERMAN AVENUE, EAST NEWARK, NEW JERSEY 07029

I. **Property Location** \_\_\_\_\_ **Block** \_\_\_\_\_ **Lot** \_\_\_\_\_

II. I, the undersigned, submit the following information in reference to N.J.S.A. 46:8-28 regarding the above referenced property. I certify the information to be true and accurate.

a. **CHECK THE APPROPRIATE BOX BELOW REGARDING THE HOUSE TYPE AND USE:**

**Single Family – House With Only 1 Dwelling Unit**

- Owner Occupies the Entire House  
 House is Leased to a Tenant

**Two Family – House With 2 Separate Dwelling Units**

- Owner Occupies Both Units (No rentals)  
 Owner Occupies One Unit/2<sup>nd</sup> Unit Leased to Tenant  
 Both Units Are Leased to Tenants

**Three Family – House With 3 Separate Dwelling Units**

- Owner Occupies All Three Units (No rentals)  
 Owner Occupies Two Units/3<sup>rd</sup> Unit Leased to Tenants  
 Owner Occupies One Unit/2 Units Leased to Tenants  
 All Three Units Are Leased to Tenants

**Other – (Provide Description Below)**

- \_\_\_\_\_  
\_\_\_\_\_

b. Provide the name, mailing address and daytime telephone number of the record owner(s) or registered agent of the premises and the name and address of the rental business if not the same person. In the case of a partnership, the names of all general partners shall be provided.

Owner or Registered Agent \_\_\_\_\_

Address \_\_\_\_\_

Daytime Telephone \_\_\_\_\_

Email \_\_\_\_\_

c. Emergency Contact

Provide the name and telephone number of an individual who may be contacted in the event of an emergency.

Name \_\_\_\_\_ Telephone \_\_\_\_\_

- d. If fuel is used to heat the building and the landlord provides the heat, provide the name, address and telephone number of the fuel oil dealer.

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- e. Provide the names, ages and genders of ALL tenants living in the premises (Use an additional sheet of paper, if necessary).

**Unit One**

_____	_____
_____	_____
_____	_____

**Unit Two**

_____	_____
_____	_____
_____	_____

**Unit Three**

_____	_____
_____	_____
_____	_____

**III. REQUIREMENTS**

- a. Any change in ownership will require, within twenty days of the change, a new registration form.
- b. Any change in tenancy will require a new registration form within twenty days of change.
- c. Every owner and/or landlord must provide a copy of the registration certificate to each tenant or it must be posted in a conspicuous place within the rental unit.
- d. Any person violating or failing to comply with any other provision of this chapter shall, upon conviction thereof, be punishable by a fine of no less than \$100.00 and no more than \$1,250.00, by imprisonment of not to exceed ninety days or by community service of not more than ninety days or any combination of fine, imprisonment and community service as determined in the discretion of the Municipal Court Judge. The continuation of such violation for each successive day shall constitute a separate offense and the person or persons allowing or permitting the continuation of the violation may be punished as provided above for each separate offense.

The violation of any provision of this chapter shall be subject to abatement summarily by a restraining order or injunction issued by a court of competent jurisdiction.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

\_\_\_\_\_  
Telephone Number

For your convenience, this form can be emailed to: [clerk@boroughofeastnewark.com](mailto:clerk@boroughofeastnewark.com)

**FOR OFFICE USE ONLY**

Certificate No.: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Issued: \_\_\_\_\_