



BOROUGH of ROSELAND

300 Eagle Rock Avenue, Roseland, NJ 07068

www.roselandnj.org

MAYOR **JAMES R. SPANGO**

Steven Willenborg
Code Enforcement Department
Telephone: (973) 403-6046
codeenforcement@roselandnj.org

REGULATIONS FOR THE LANDLORD IDENTITY
REGISTRATION FORM
N.J.A.C. 5:29-1.1

§5:29-1.1 Applicability

(a) Pursuant to N.J.S.A. 46:8-28 and 46:8-29, the form prescribed by this subchapter is required to be given by landlords to tenants in single unit dwellings and in two-unit dwellings that are not owner-occupied and to be filed in the office of the clerk of the municipality in which any such single unit dwelling or two-unit dwelling is situated.

(b) Tenants in multiple dwellings (3 or more units) are required to be given a copy of the certificate of registration filed with the Bureau of Housing Inspection in accordance with N.J.S.A. 55:13A-12, N.J.S.A. 46:8-28 and N.J.A.C. 5:10-1.11. **(Contact the Bureau of Housing Inspection, P.O. Box 810, Trenton, New Jersey 08625 (609) 633-6240 for registration applications for buildings with three or more dwelling units.)**

Pursuant to N.J. Senate Bill S-1368 signed into law in 2022, all owners of rental units are to maintain current liability insurance and must register ANNUALLY a copy of their current liability insurance with the Borough Clerk's office.

If a copy of your current liability insurance has not been submitted to the Borough Clerk, your Landlord Registration Form will be rejected which can affect your ability to receive a Certificate of Continued Occupancy from our Code Enforcement Department.

THE ATTACHED FORM IS TO BE FILED WITH THE BOROUGH CODE ENFORCEMENT DEPARTMENT.

A SEPARATE CERTIFICATE OF INSURANCE APPLICATION FROM THE BOROUGH CLERK, ALONG WITH A COPY OF YOUR CURRENT LIABILITY INSURANCE CERTIFICATE, MUST BE FILED WITH THE CLERK AND DISTRIBUTED TO TENANTS IN SINGLE UNIT DWELLINGS AND IN TWO UNIT DWELLINGS THAT ARE NOT OWNER-OCCUPIED.



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STEPS FOR SUBMITTING YOUR LANDLORD REGISTRATION FORM

1. This form is to be used only for the 1st time you register as a landlord for the property. If you are re-registering your property for the year, please use the Landlord Renewal Form.
2. Do not put multiple units on the same form. **PLEASE FILL OUT A SEPARATE FORM FOR EACH UNIT YOU OWN.**
3. Review your Landlord Registration Form to ensure all information is correct.
4. Complete all the fields of the form and sign where indicated.
5. Print legibly and spell names of ALL tenants, including children.
6. If you do not have a Certificate of Continued Occupancy (CCO) for the current tenants, please apply for a new Certificate of Continued Occupancy (Rental) when you submit your landlord registration.
7. If you do not have a valid annual Certificate of Registration with the Borough Clerk, please apply for one prior to submitting this Landlord Renewal Form.
8. You can either mail the paperwork or drop it off at the Construction window at 300 Eagle Rock Avenue, Roseland, during our regular business hours.

Please call (973) 403-6046 with any questions during our regular business hours, Monday-Friday 8:30 am – 4:30 pm.

Thank you.

Borough of Roseland Code Enforcement Office



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LANDLORD REGISTRATION FORM

Property Information			
Street Address & Dwelling Unit		Block	Lot
Owner Information			
Name			
Address		City	State Zip
Email	Cell #	House #	
Owner of Property is a: <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> LLC <input type="checkbox"/> Individual			
Pursuant to state law (N.J.S.A. 46:8-28), the property owner shall supply the names and addresses of all general partners in the case of partnership, or corporate officers in the case of a corporation. (Attach additional pages if necessary)			
Name	Address	Title	
1. _____	_____	_____	
2. _____	_____	_____	
3. _____	_____	_____	
Registered Agent (If owner of record is a corporation)			
Name			
Address		City	State Zip
Email	Cell #	Phone #	
Managing Agent <input type="checkbox"/> Check here if there is no managing agent			
Name			
Address		City	State Zip
Email	Cell #	Phone #	



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Authorized Agent (Required to be within Essex County)			
<i>If no owner(s) and no managing agent resides within Essex County, in which the dwelling is located, please provide contact information for a person who resides in the county and is authorized to accept notices from a tenant, issue receipts for those notices, and accept services of process on behalf of out of county record owner(s).</i>			
Name			
Address		City	State Zip
Email	Cell #	Phone #	
Superintendent/Janitor/Custodian <input type="checkbox"/> Check here if there is no such agent			
Name			
Address		City	State Zip
Email	Cell #	Phone #	
Emergency Contact Information			
<i>Individual representative of the owner or managing agent who may be reached at any time in the event of an emergency affecting the dwelling and/or who has authority to make emergency decisions concerning the premises including the making of repairs and expenditures.</i>			
Name			
Address		City	State Zip
Email	Cell #	Phone #	

Bank or Financial Company Holding a Mortgage <input type="checkbox"/> Check here if there is no mortgage		
<i>Provide the name and address of all banks or entities who own the mortgage loa that was extended to the homeowner.</i>		
Name	Address	Title
1. _____	_____	_____
2. _____	_____	_____



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Heating Fuel Type:	<input type="checkbox"/> Propane (<i>complete section below</i>)	<input type="checkbox"/> Fuel Oil (<i>complete section below</i>)
	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Electric
	<input type="checkbox"/> Fuel Oil but landlord does not provide heat	

Name of Company	Grade / Type of Fuel Oil
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Address	City	State	Zip
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Sewer System	<input type="checkbox"/> Public Sewer	<input type="checkbox"/> Private Septic
Water Supply	<input type="checkbox"/> Public Water	<input type="checkbox"/> Private Well

Lead-Safe Certificate (Only applicable for dwellings built before 1978)
<i>If the property has a Lead-Free Certificate a copy must be attached to this application.</i>
Expiration Date of Current Lead-Safe Certificate: _____

Name all tenants, including minors: (Please PRINT clearly)	

By affixing my signature below, I certify that the above information is true and that I am the owner/landlord, corporate officer, or partner/manager authorized to sign this registration. I further certify that I will not authorize more than the maximum permitted number of tenants which is set forth on the current CCO for this dwelling unit. I further certify that I understand pursuant to Chapter 11 of the Code of the Borough of Roseland, an application to renew the Landlord Registration Form shall be filed annually, no later than January 31st, and amended, as necessary, within 20 days of each change of occupancy of the rental unit. I understand that in the event there are any changes in ownership of this rental facility, or rental status, I am required by law to notify the Borough of Roseland before such changes occur.

Name of Landlord/Authorized Agent Signature of Landlord/Authorized Agent Date

OFFICE USE ONLY

Received By: _____ Received On: _____