

BOROUGH OF BELMAR  
601 MAIN STREET  
P.O. BOX A  
BELMAR, NJ 07719

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LANDLORD AND TENANT REGISTRATION ACT

IN ACCORDANCE WITH PL 1974 CHAPTER 50 (N.J.S.A. 46:8-7 246:8-37)

THIS ACT REQUIRES THE FILING OF REGISTRATION STATEMENTS WITH MUNICIPALITIES BY CERTAIN OWNERS OF RESIDENTIAL PROPERTY. THE LAW IS APPLICABLE TO ALL WHO MAY BE CONSIDERED LANDLORDS. THE ACT DEFINES LANDLORDS AS ANY PERSON WHO OWNS ANY BUILDING OR STRUCTURE IN WHICH THERE IS RENTED HOUSING SPACE FOR LIVING OR DWELLING PURPOSES. THIS DEFINITION DOES NOT INCLUDE OWNER-OCCUPIED TWO AND THREE UNIT PREMISES. THIS MEANS THAT AN OWNER WHO RENTS A HOUSE IN WHICH THERE IS ONLY ONE DWELLING UNIT, BUT WHO DOES NOT LIVE IN THAT HOUSE MUST STILL COMPLY WITH THE REGISTRATION REQUIREMENTS OF THIS LAW.

PROPERTY ADDRESS: \_\_\_\_\_

OWNER OF PREMISES: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

IF A CORPORATION, THE NAMES AND ADDRESSES OF THE REGISTERED AGENT AND THE CORPORATE OFFICERS OF THE CORPORATION. (USE REVERSE SIDE IF NEEDED)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

IF THE ADDRESS OF THE RECORD OWNER IS NOT LOCATED IN THE COUNTY WHERE THE PREMISES ARE LOCATED THE NAME AND ADDRESS OF A PERSON WHO RESIDES IN OR HAS AN OFFICE IN THE COUNTY WHICH THE PREMISES ARE LOCATED AND IS AUTHORIZED TO ACCEPT NOTICES FROM A TENANT AND TO ISSUE RECEIPTS THEREFORE AND TO ACCEPT SERVICES OF PROCESS ON BEHALF OF THE RECORD OWNER.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SUPERINTENDENT'S NAME AND ADDRESS WHO PROVIDES THE REGULAR MAINTENANCE.

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

INDIVIDUAL REPRESENTATIVE OF THE RECORD OWNER OR MANAGING AGENT TO BE REACHED IN THE EVENT OF AN EMERGENCY. (USE REVERSE SIDE IF NEEDED)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME AND ADDRESS OF EVERY HOLDER OF A RECORDED MORTGAGE ON THE PREMISES. (USE REVERSE SIDE IF NEEDED)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

DATED: \_\_\_\_\_

DATE RECORDED WITH  
THE BOROUGH OF BELMAR

\_\_\_\_\_  
SIGNED

NAME AND ADDRESS FOR: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME AND ADDRESS FOR: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME AND ADDRESS FOR: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME AND ADDRESS FOR: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME AND ADDRESS FOR: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME AND ADDRESS FOR: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME AND ADDRESS FOR: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME AND ADDRESS FOR: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME AND ADDRESS FOR: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NAME AND ADDRESS FOR: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

LANDLORD AND TENANT REGISTRATION ACT

1. THE TERM "LANDLORD" AS USED IN THIS ACT SHALL MEAN THE PERSON OR PERSONS WHO OWN ANY BUILDING, STRUCTURE OR COMPLEX OF BUILDINGS OR STRUCTURES IN WHICH THERE IS RENTED OR OFFERED FOR RENT HOUSING SPACE FOR LIVING OR DWELLING PURPOSES UNDER EITHER A WRITTEN OR ORAL LEASE, PROVIDED THAT THIS DEFINITION SHALL NOT INCLUDE OWNER-OCCUPIED TWO AND THREE UNIT PREMISES.
2. EVERY LANDLORD SHALL, WITHIN THIRTY (30) DAYS FOLLOWING THE EFFECTIVE DATE OF THIS ACT, OR AT THE TIME OF THE CREATION OF THE FIRST TENANCY IN ANY NEWLY CONSTRUCTED OR RECONSTRUCTED BUILDING, FILE WITH THE CLERK OF THE MUNICIPALITY IN WHICH THE RESIDENTIAL PROPERTY IS SITUATED A STATEMENT WHICH SHALL CONTAIN THE FOLLOWING INFORMATION:
  - a. THE NAME AND ADDRESS OF THE RECORD OWNER OR OWNERS OF THE PREMISES AND THE RECORD OWNER OR OWNERS OF THE RENTAL BUSINESS IF NOT THE SAME PERSONS.
  - b. IF THE RECORD OWNER IS A CORPORATION, THE NAME AND ADDRESS OF THE REGISTERED AGENT AND CORPORATE OFFICERS OF SAID CORPORATION.
  - c. IF THE ADDRESS OF ANY RECORD OWNER IS NOT LOCATED IN MONMOUTH COUNTY, THE NAME AND ADDRESS OF A PERSON WHO RESIDES IN OR HAS AN OFFICE IN THE COUNTY AND IS AUTHORIZED TO ACCEPT NOTICES FROM A TENANT AND TO ISSUE RECEIPTS THEREFORE AND TO ACCEPT SERVICE OF PROCESS ON BEHALF OF THE RECORD OWNER.
  - d. THE NAME AND ADDRESS OF THE MANAGING AGENT OF THE PREMISES, IF ANY.
  - e. THE NAME AND ADDRESS, INCLUDING THE DWELLING UNIT, APARTMENT OR ROOM NUMBER OF THE SUPERINTENDENT, JANITOR, CUSTODIAN OR OTHER INDIVIDUAL EMPLOYED BY THE RECORD OWNER OR OWNER OR MANAGING AGENT TO PROVIDE REGULAR MAINTENANCE SERVICE, IF ANY.
  - f. 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 PREMISES OR ANY UNIT OF DWELLING SPACE THEREIN, INCLUDING SUCH EMERGENCIES AS THE FAILURE OF ANY ESSENTIAL SERVICE OR SYSTEM, AND WHO HAS THE AUTHORITY TO MAKE EMERGENCY DECISIONS CONCERNING THE BUILDING AND ANY REPAIR THERETO OR EXPENDITURE IN CONNECTION THEREWITH.
  - g. THE NAME AND ADDRESS OF EVERY HOLDER OF A RECORDED MORTGAGE ON THE PREMISES.

EVERY LANDLORD HEREBY REQUIRED TO FILE A REGISTRATION STATEMENT AS DESCRIBED IN THIS SECTION HEREIN ABOVE SHALL FILE AN AMENDED REGISTRATION STATEMENT WITHIN SEVEN (7) DAYS AFTER ANY CHANGE IN THE FORGOING INFORMATION REQUIRED TO BE INCLUDED THEREON.

3. WITHIN THIRTY (30) DAYS FOLLOWING THE EFFECTIVE DATE HEREOF, AND AT THE TIME OF THE CREATION OF A NEW TENANCY, EVERY LANDLORD SHALL PROVIDE EACH OCCUPANT OR TENANT IN HIS DWELLING A WRITTEN STATEMENT CONTAINING ALL THE INFORMATION REQUIRED TO BE FILED IN ACCORDANCE WITH SECTION 2 OF THIS ACT COMMENCING 30 DAYS FOLLOWING THE EFFECTIVE DATE HEREOF, THE INFORMATION SHALL ALSO BE POSTED AT ALL TIMES IN THE LOBBY OR OTHER CONSPICIOUS PLACE ON THE PREMISES. IN THE EVENT THAT ANY INFORMATION CONTAINED IN SAID STATEMENT SHALL CHANGE, THE LANDLORD SHALL ADVISE EACH OCCUPANT OR TENANT OF THE CHANGE IN WRITING WITHIN THIRTY (30) DAYS AND CORRECT THE INFORMATION POSTED WITHIN SEVEN (7) DAYS AFTER SAID CHANGE.
4. ALL INFORMATION REQUIRED UNDER SECTION 2 AND 3 OF THIS ACT SHALL STIPULATE THE DATE OF PREPARATION.

LANDLORD AND TENANT REGISTRATION ACT (CONTINUED)

5. IF ANY ACTION IN THE COUNTY DISTRICT COURT BY ANY OCCUPANT OR TENANT AGAINST A LANDLORD WHO HAS NOT COMPLIED WITH THIS ACT AND WHO CANNOT BE SERVED WITHIN THE COUNTY, THE SUMMONS AND COMPLAINT MAY BE SERVED BY CERTIFIED AND REGULAR MAIL UPON THE RECORD OWNER AT THE LAST ADDRESS LISTED IN THE TAX RECORDS OF EITHER THE MUNICIPALITY OR COUNTY. SERVICE OF SUCH SUMMONS AND COMPLAINT BY CERTIFIED AND REGULAR MAIL SHALL BE EFFECTIVE TO BRING THE LANDLORD BEFORE THE COUNTY DISTRICT COURT EVEN IF IT WERE NOT SERVED WITHIN THE COUNTY IN WHICH THE COUNTY DISTRICT COURT ISSUING THE SUMMONS IS LOCATED.
6. SERVICE OF PROCESS ON THE CLERK OF THE COUNTY DISTRICT COURT HAVING JURISDICTION OVER THE COUNTY IN WHICH THE PROPERTY IS LOCATED SHALL BE DEEMED SERVICE ON THE LANDLORD UPON SUBMISSION TO THE COURT OF THE FOLLOWING:
  - a. A CERTIFICATION OF THE TENANT STATING THAT HE DOES NOT KNOW THE LANDLORD'S WHEREABOUTS AFTER HAVING MADE A DILIGENT EFFORT, SATISFACTORY TO THE COURT, TO DETERMINE THE SAME; AND
  - b. PROOF OF FAILURE OF SERVICE BY CERTIFIED MAIL AS PROVIDED IN SECTION 5 OF THIS ACT.
7. IN ANY ACTION FOR POSSESSION INSTITUTED BY THE LANDLORD WHO HAS FAILED TO COMPLY WITH THE PROVISIONS OF THIS ACT, NO JUDGEMENT FOR POSSESSION SHALL BE ENTERED UNTIL THERE HAS BEEN COMPLIANCE. THE COURT SHALL CONTINUE SUCH CASE FOR UP TO 90 DAYS AND IF THERE HAS NOT BEEN COMPLIANCE WITHIN SUCH PERIOD, THE ACTION SHALL BE DISMISSED.
8. THE COUNTY DISTRICT COURT SHALL HAVE JURISDICTION OVER ANY ACTION BETWEEN A LANDLORD AND TENANT WHERE THE AMOUNT IN CONTROVERSY IS \$3,000.00 OR LESS.
9. ANY LANDLORD WHO SHALL VIOLATE ANY PROVISION OF THIS ACT SHALL BE LIABLE TO A PENALTY OF NOT MORE THAN \$100.00 FOR EACH OFFENSE, RECOVERABLE BY THE STATE BY A SUMMARY PROCEEDING UNDER THE "PENALTY ENFORCEMENT LAW" (N.J.S. 2:A58-1 et seq). THE COUNTY DISTRICT COURT OF THE COUNTY IN WHICH THE PREMISES ARE LOCATED SHALL HAVE JURISDICTION TO ENFORCE SAID PENALTY ENFORCEMENT UPON COMPLAINT OF THE ATTORNEY GENERAL OR ANY OTHER PERSON.
10. ANY WRITTEN OR ORAL PROVISION IN ANY AGREEMENT WHEREBY ANY TENANT WAIVES ANY RIGHTS UNDER THIS ACT SHALL BE DEEMED AGAINST PUBLIC POLICY AND UNENFORCEABLE.
11. IF ANY SECTION, SUBSECTION, PARAGRAPH, SENTENCE OR OTHER PART OF THIS ACT IS ADJUDGED UNCONSTITUTIONAL OR INVALID, SUCH JUDGEMENT SHALL NOT AFFECT, IMPAIR OR INVALIDATE THE REMAINDER OF THIS ACT, BUT SHALL BE CONFINED IN ITS EFFECT TO THIS SECTION, SUBSECTION, PARAGRAPH, SENTENCE OR OTHER PART OF THIS ACT DIRECTLY INVOLVED IN THE CONTROVERSY IN WHICH SAID JUDGEMENT SHALL BE RENDERED.
12. THIS ACT SHALL TAKE EFFECT IMMEDIATELY.

DEPARTMENT OF CODE ENFORCEMENT  
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