



2016 Rent Registration³

Renewal Vacancy Decontrol (must check one)

Department of Code Enforcement
Division of Rent Leveling
200 South St., Box 914
Morristown, NJ 07963
973-292-6709

This form must be completely filled out and accompanied with payment.
Incomplete forms will be returned to landlord & increases could be rolled back.

Tenant Name(s):⁵ _____
Rental Address: _____
_____ street
Unit #: _____ Block: _____ Lot: _____

Owner's Name: _____
Owner's Address: _____
Owner's Phone: _____

Single Family 2 Family 3-4 Family 5+ Family Condo Townhouse Apartment Bldg
Unit is located in (check all that apply) Basement 1st Floor 2nd Floor 3rd Floor Attic Other Floors (specify) _____
Rooms _____ #Bedrooms _____ #Full Bathrooms _____ #Half Bathrooms _____ Living Rm Dining Rm Den/Play Rm Other _____

List all adult tenants names (over 18 years) who will be occupying unit:⁶ _____

of children over 1 year but less than 18 years):⁷ _____

2016 RENT CALCULATION (PER MONTH) (RENEWAL)²

Current Total Rent Allowed	\$ _____ . _____
Minus Prior Year's Surcharges	\$ _____ . _____
Minus Prior Year's Parking	\$ _____ . _____
Current Base Rent	\$ _____ . _____
Add .1% (.001) Allowable Increase	\$ _____ . _____
New Base Rent	\$ _____ . _____
Add 2016 Surcharge Fees (from A)	\$ _____ . _____
Add 2016 Parking Fees (from B)	\$ _____ . _____
Total 2016 Actual Allowable Rent Payment	\$ _____ . _____
Minus Reserved Rent	\$ _____ . _____
2016 Total Rent Payment Requested	\$ _____ . _____
Date of Last Increase	____/____/____
Date of Notification	____/____/____
Increase Effective	____/____/____

A: 2016 SURCHARGE FEES^{1,4}

Sewer Surcharge per Month	\$ _____ . _____
Hardship Surcharge per Month	\$ _____ . _____
Capital Surcharge per Month	\$ _____ . _____
Registration Fee Pass-Through per Month	\$ _____ 2. ____ 50
Total 2016 Surcharges	\$ _____ . _____

B: 2016 PARKING FEES

# of Garage Spaces ____ x Cost ____ =	\$ _____ . _____
# of Off-Street Spaces ____ x Cost ____ =	\$ _____ . _____
Total 2016 Parking Fee	\$ _____ . _____

Provided by Owner at no Additional Charge:

Refrigerator Washer/Dryer Stove Storage

Owner's Responsibility:

Heat Water Electric Gas Parking

Tenant's Responsibility:

Heat Water Electric Gas Parking

2016 RENT CALCULATION (PER MONTH) (VACANCY DECONTROL)²

Name of Vacating Tenant: _____	
Date of Tenant Leaving: _____	
New Rent Effective Date: _____	
New Base Rent	\$ _____ . _____
Add 2016 Surcharge Fees (from A)	\$ _____ . _____
Add 2016 Parking Fees (from B)	\$ _____ . _____
Total 2016 Rent Payment Requested	\$ _____ . _____

FOR VACANCY DECONTROL UNITS OR CHANGE OF TENANCY, A COPY OR NUMBER OF THE CERTIFICATE OF HABITABILITY FROM PROPERTY MAINTENANCE MUST BE ATTACHED. THIS IS MANADATORY FOR EACH NEW TENANCY.

FOOTNOTES:

1. List all surcharges according to type and expiration date; Limit to five (5) years.
2. Must be filed once yearly whether there is an increase or not.
3. Original to Rent Leveling, One Copy to Tenant, One Copy retained by Owner.
4. As of 6/1/05, Landlord pays a yearly Registration Fee per unit of \$30, which may be passed through to tenant via \$2.50 surcharge per month.
5. List full name of all tenants on the lease
6. List full names of all persons who are 18 or older years who are not on the lease and live (or will live) in the unit
7. Indicate the number of children less than 18 years who will live in the unit.

I (we) certify that the tenant has received at least sixty (60) days notice prior to the effective date of increase (for Renewals) OR I (we) certify that the prior tenant has voluntarily vacated unit and was not coerced, or has left via court-ordered eviction and the new tenant and I (we) have agreed upon the new rent, effective date noted on this form (for Vacancy Decontrol). I (we) also certify that the above named dwelling unit and common areas, including hallways, are in substantial compliance with the Housing and Property Maintenance Code of the Town of Morristown **The Code of the Town of Morristown Chapter 14-14 c. states -- The filing of registration forms and acceptance of this form shall be a prerequisite to any application for or granting of annual rent increases or surcharges permitted by this chapter**

Signature Of Owner/Agent _____

Date _____

Official Use Only: Paid Fee/UNIT \$ _____ Check # _____ Receipt # _____