



2017 Rent Registration Form<sup>3</sup>
New Renewal Vacancy Decontrol

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

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

(Please Print Legibly)

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

Owner's Name:
Owner's Address:
Owner's Phone:
Owner's Email Address:

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

2017 RENT CALCULATION (PER MONTH) (RENEWAL)<sup>2</sup>

Table with 2 columns: Description, Amount. Rows include Current Total Rent Allowed, Minus Prior Year's Surcharges, Current Base Rent, Add 1.1% Allowable Increase, New Base Rent, Add 2017 Surcharge Fees, Add 2017 Parking Fees, Total 2017 Actual Allowable Rent Payment, Minus Reserved Rent, 2017 Total Monthly Rent Payment Requested, Date of Last Increase, Date of Notification, Increase Effective.

A: 2017 SURCHARGE FEES<sup>1,4</sup>

Table with 2 columns: Description, Amount. Rows include Sewer Surcharge per Month, Hardship Surcharge per Month, Capital Surcharge per Month, Registration Fee Pass-Through per Month, Total 2017 Surcharges.

B: 2017 PARKING FEES

Table with 2 columns: Description, Amount. Rows include # of Garage Spaces x Cost, # of Off-Street Spaces x Cost, Total 2017 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

2017 RENT CALCULATION (PER MONTH) FOR VACANCY DECONTROL<sup>8</sup>

Table with 2 columns: Description, Amount. Rows include Name of Vacating Tenant, Date of Tenant Leaving, New Rent Effective Date, New Base Rent, Add 2017 Surcharge Fees, Add 2017 Parking Fees, Total 2017 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:

- List all surcharges according to type and expiration date; Limit to five (5) years.
Must be filed once yearly whether there is an increase or not.
Original to Rent Leveling, One Copy to Tenant, One Copy retained by Owner.
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.
List full name of all tenants on the lease
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
Indicate the number of children less than 18 years who will live in the unit.
Vacancy Decontrols and \$30.00 fee must be submitted within 15 days of the signing of a new lease.

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 #

