



# 2019 Rent Registration Form <sup>2,3</sup>

New\*  Renewal  Vacant  Vacancy Decontrol

\*Never before Registered (Please 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.

Dept. of Code Enforcement  
Division of Rent Leveling  
200 South St., Box 914  
Morristown, NJ 07963  
Phone: 973-292-6709  
Fax: 973-631-5662

(Please PRINT Legibly)

Tenant Name(s):<sup>5</sup> \_\_\_\_\_

Rental Address: \_\_\_\_\_

Unit #: \_\_\_\_\_ # \_\_\_\_\_ street  
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  1<sup>st</sup> Floor  2<sup>nd</sup> Floor  3<sup>rd</sup> 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:<sup>6</sup> \_\_\_\_\_

# of children over 1 year but less than 18 years):<sup>7</sup> \_\_\_\_\_

### 2019 RENT CALCULATION (PER MONTH) (RENEWAL) <sup>2</sup>

Current Total Rent Allowed \$ \_\_\_\_\_ . \_\_\_\_\_

Minus Prior Year's Surcharges \$ \_\_\_\_\_ . \_\_\_\_\_

Minus Prior Year's Parking \$ \_\_\_\_\_ . \_\_\_\_\_

Current Base Rent \$ \_\_\_\_\_ . \_\_\_\_\_

Add 2.2% (x .022) Allowable Increase \$ \_\_\_\_\_ . \_\_\_\_\_

New Base Rent \$ \_\_\_\_\_ . \_\_\_\_\_

Add 2019 Surcharge Fees (from A) \$ \_\_\_\_\_ . \_\_\_\_\_

Add 2019 Parking Fees (from B) \$ \_\_\_\_\_ . \_\_\_\_\_

Total 2019 Actual Allowable Rent Payment \$ \_\_\_\_\_ . \_\_\_\_\_

Minus Reserved Rent \$ \_\_\_\_\_ . \_\_\_\_\_

2019 Total Monthly Rent Payment Requested: \$ \_\_\_\_\_ . \_\_\_\_\_

Date of Last Increase \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date of Notification To Tenant \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Increase Effective (New Lease Effective Date) \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

### A: 2019 SURCHARGE FEES <sup>1,4</sup>

Sewer Surcharge per Month \$ \_\_\_\_\_ . \_\_\_\_\_

Hardship Surcharge per Month \$ \_\_\_\_\_ . \_\_\_\_\_

Capital Surcharge per Month \$ \_\_\_\_\_ . \_\_\_\_\_

Registration Fee Pass-Through per Month \$ \_\_\_\_\_ 2. \_\_\_\_ 50

Total 2019 Surcharges: \$ \_\_\_\_\_ . \_\_\_\_\_

### B: 2019 PARKING FEES

# of Garage Spaces \_\_\_\_\_ x Cost \_\_\_\_\_ = \$ \_\_\_\_\_ . \_\_\_\_\_

# of Off-Street Spaces \_\_\_\_\_ x Cost \_\_\_\_\_ = \$ \_\_\_\_\_ . \_\_\_\_\_

Total 2019 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

### 2019 RENT CALCULATION (PER MONTH) FOR VACANCY DECONTROL <sup>8</sup>

Name of Vacating Tenant: \_\_\_\_\_

Date of Tenant Leaving: \_\_\_\_\_

New Rent Effective Date: \_\_\_\_\_

New Base Rent: \$ \_\_\_\_\_ . \_\_\_\_\_

Add 2019 Surcharge Fees (from A) \$ \_\_\_\_\_ . \_\_\_\_\_

Add 2019 Parking Fees (from B) \$ \_\_\_\_\_ . \_\_\_\_\_

Total 2019 Rent Payment Requested \$ \_\_\_\_\_ . \_\_\_\_\_

CH Inspection Date: \_\_\_\_\_ CH Cert.#: \_\_\_\_\_

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

### FOOTNOTES:

- List all surcharges according to type and expiration date: Surcharges limited to five (5) years.
- Registrations 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 or MO# \_\_\_\_\_ Receipt # \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

