



2020 Rent Registration Form ^{2,3}

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):⁵ _____

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 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 _____

2020 RENT CALCULATION (PER MONTH) (RENEWAL) ²

Current Total Rent Allowed \$ _____ . _____

Minus Prior Year's Surcharges \$ _____ . _____

Minus Prior Year's Parking \$ _____ . _____

Current Base Rent \$ _____ . _____

Add 1.8% (x .018) Allowable Increase \$ _____ . _____

New Base Rent \$ _____ . _____

Add 2020 Surcharge Fees (from A) \$ _____ . _____

Add 2020 Parking Fees (from B) \$ _____ . _____

Total 2020 Actual Allowable Rent Payment \$ _____ . _____

Minus Reserved Rent \$ _____ . _____

2020 Total Monthly Rent Payment Requested: \$ _____ . _____

Date of Last Increase _____/_____/_____

Date of Notification To Tenant _____/_____/_____

New Lease & Increase Effective Date _____/_____/_____

A: 2020 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 2020 Surcharges: \$ _____ . _____

B: 2020 PARKING FEES

of Garage Spaces _____ x Cost _____ = \$ _____ . _____

of Off-Street Spaces _____ x Cost _____ = \$ _____ . _____

Total 2020 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

2020 RENT CALCULATION (PER MONTH) FOR VACANCY DECONTROL ⁸

Name of Vacating Tenant: _____

Date of Tenant Leaving: _____

New Rent Effective Date: _____

New Base Rent: \$ _____ . _____

Add 2020 Surcharge Fees (from A) \$ _____ . _____

Add 2020 Parking Fees (from B) \$ _____ . _____

Total 2020 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 acknowledges that a copy of this form has been given to tenant.**

Signature Of Owner/Agent _____

Date Signed (MANDATORY!) _____

Official Use Only: Paid Fee/UNIT \$ _____ Check or MO# _____ Receipt # _____ Date Rec'd: _____