



2023 Rent Registration Form ^{2,3}

*New Renewal Vacant Vacancy Decontrol

*Unit Never before Registered (Please Check Only One)

Questions? Contact:
Kathleen Seale
Division of Rent Leveling
200 South St., 3rd Floor
Box 914
Morristown, NJ 07963
Phone: 973-292-6690 or
Email: K-Seale@townofmorristown.org

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

PLEASE PRINT LEGIBLY!

Lease is in the Names of ⁵ _____

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 tenant's names (over 18 years) who will be occupying unit: _____

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

RENEWAL 2023 RENT CALCULATION (PER MONTH) ²

Current 2022 Total Rent Allowed: \$ _____ . _____

Minus 2022 A Surcharges: \$ -- _____ . _____

Minus 2022 B Parking: \$ -- _____ . _____

Current Base Rent: \$ = _____ . _____

Add 0.0% Allowable Increase: \$ + _____ . _____

New Base Rent: \$ = _____ . _____

Add 2023 Surcharge Fees from A: \$ + _____ . _____

Add 2023 Parking Fees from B: \$ + _____ . _____

Total 2023 Actual Allowable Rent Payment: \$ = _____ . _____

Plus or Minus Reserved Rent (if applicable) \$ _____ . _____

2023 Total Monthly Rent Payment Requested \$ = _____ . _____

Date of Last Increase: _____ / _____ / _____

Date of Notification to Tenant: _____ / _____ / _____

New Lease & Increase Effective Date: _____ / _____ / _____

A: 2023 SURCHARGE FEES ^{1,4}

Sewer Surcharge per Month (see WS on back) \$ _____ . _____

Hardship Surcharge per Month \$ _____ . _____

Capital Surcharge per Month \$ _____ . _____

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

Total 2023 Monthly Surcharges: \$ _____ . _____

B: 2023 PARKING FEES

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

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

Total 2023 Monthly 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

VACANCY DECONTROL 2023 RENT CALCULATION PER MONTH ^{8,9}

Name of Vacating Tenant: _____

Date of Tenant Leaving: _____

New Rent Effective Date: _____

New Base Rent: \$ _____ . _____

Add 2023 Surcharge Fees from A: \$ _____ . _____

Add 2023 Parking Fees from B: \$ _____ . _____

Total 2023 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 are limited to five (5) years.
- Registrations must be filed once yearly whether there is an increase or not, even if unit is currently vacant.
- Original to Rent Leveling, One Copy to Tenant, One Copy retained by Owner.
- As of 6/1/05, Landlord pays a yearly Registration Fee of \$30 per unit, which can 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.
- VACANT Registrations only complete the first two lines of Vacancy Decontrol box.

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 will be given to tenant as mandated.**

Signature Of Owner/Agent

Printed Name

Date Signed (MANDATORY!)

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