



LANDLORD IDENTITY REGISTRATION FORM
THE TOWNSHIP OF PENNSVILLE
ONE AND TWO UNIT DWELLINGS*

BLOCK: LOT:

RENTAL ADDRESS:

*A dwelling structure shall mean a building or portion of a building containing a room or space or group of rooms or spaces combined to provide living facilities for one or more persons with facilities for living, sleeping, and cooking. This shall include, but not limited to, an apartment unit and mobile home.

In order to assist the Code Office in issuing a Certificate of Occupancy and in order to satisfy the provisions of New Jersey Statute 46:8-28, the below – listed information must be provided to this municipality

Please file this form with the Housing Office of the Township of Pennsville, 90 N. Broadway, Pennsville, NJ 08070 between the hours of 8 am – 4 pm Monday thru Friday.

1. The name, address, and telephone number of the record owner or owners of the premises and the record owner or owners of the rental business if not the same person. In the case of a partnership, the names of all general partners shall be provide.

2. If the record owner is a corporation, the name and address of the registered agent and corporate officers of said corporation.

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4. If the address of any record owner is not located in the county in which the premises are located, the name, telephone and address of the person who resides in the county in which the premises are located and is authorized to accept notices from a tenant and to issue receipts therefore and to accept service of process on behalf of the record owners.

5. The name, address and telephone number of the manager or agent is as follows:

There is no managing agent.

6. The name, address, and telephone number of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decision concerning the building and to repair thereto or expenditure in connection therewith, and shall at all times have access to a current list of building tenants that shall be made available to emergency personnel as required in the event of an emergency. (**This person is someone other than owner.**)

7. The name, telephone, and address, including the dwelling unit, apartment or room number of the superintendent, janitor, custodian, or other individual employed by the record owner or managing agent to provide regular maintenance service.

8. The name and address of every holder of a recorded mortgage on the premises.

9. If fuel oil is used to heat the building, and the landlord furnishes the heat in the building, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil use.

10. Every owner and operator of any building who rents, leases, or lets one or more dwelling units or sleeping units on terms, either expressed or implied, to furnish heat to the occupants there of shall supply heat during the period from October 1 to May 1 to maintain a temperature of not less than 68 degree F from 6:00 am to 11:00 pm and 65 degree F at other hours in all habitable rooms, bathrooms, and toilet rooms.

Type of heat in dwelling:

11. Number of Bedrooms:

Bedroom #1 sq. ft.:

Bedroom #2 sq. ft.:

Bedroom #3 sq. ft.:

Bedroom #4 sq. ft.:

Date

Landlord or Authorized Representative

Note:

A copy of this form will be provided to the Township Clerk for her files.

Make a copy for your files and a copy for the dwelling on application for the tenant.