

Registration # \_\_\_\_\_

Date: \_\_\_\_\_

**BOROUGH OF PENNS GROVE  
RESIDENTIAL RENTAL REGISTRATION APPLICATION**

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

Also Known As: \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_

Description of Rental Property (i.e. Single Family, Duplex, Apartment Complex etc.)  
\_\_\_\_\_

Height of Rental Property (i.e. 1 story, 2 story, etc.) \_\_\_\_\_

Basement: Yes \_\_\_\_\_ No \_\_\_\_\_

Number of buildings and total units to Rental Property: Buildings \_\_\_\_\_ Total #of Units \_\_\_\_\_

How is Rental Property heated (i.e. oil/gas/electric) \_\_\_\_\_

If fuel oil is used to heat the building and landlord furnishes the heat, the name, address and contact information of fuel dealer servicing the unit and the grade of fuel used: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Record Owner: \_\_\_\_\_

Physical Address: (No P.O. Box) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone Numbers and Email Address: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Work: \_\_\_\_\_ Email: \_\_\_\_\_

*Note:* If Record Owner is an entity such as a partnership, corporation, LLC, etc, list the names, address, contact phone and email address for each partner, stockholder or member of the entity:

1. \_\_\_\_\_  
\_\_\_\_\_

2. \_\_\_\_\_  
\_\_\_\_\_

3. \_\_\_\_\_  
\_\_\_\_\_

List the name, address, contact phone and email address for the managing member of the entity.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provide name and address of entity's registered agent (as filed with the New Jersey Department of State)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If the address of Record Owner is **not** located in Salem county, list the name, address, phone and email address of a person who resides in Salem county and is authorized to accept notices from a tenant and to issue receipts therefor and to accept service of process on behalf of the Record Owner:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, address, phone and email address of the managing agent of the property, if any:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The name, phone, email and address; including building #, apartment or room number of the superintendent, janitor, custodian or other individual employed by the Record Owner or managing agent who provides regular maintenance service, if any: \_\_\_\_\_

The name, address, phone and email address 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 rental property, including such emergencies as the failure of any essential service or system, and who has the authority to make emergency decisions concerning the property and any repair thereto or expenditure in connection therewith:

Name: \_\_\_\_\_

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

Day Phone: \_\_\_\_\_ Night: \_\_\_\_\_ Cell/other \_\_\_\_\_

Is the Property currently occupied: Yes: \_\_\_\_\_ No \_\_\_\_\_

Name(s), address(es), phone and policy #(s) of insurance Company currently insuring property against fire/other casualty, peril or accident.

1. \_\_\_\_\_

2. \_\_\_\_\_

Name, Address of every holder of a recorded mortgage on the Property

1. \_\_\_\_\_

2. \_\_\_\_\_

Have you received or been notified of any health, safety, or other code violation with respect to the Rental Property by any federal, state, county, borough official, agency, board or body within the last 12 months; If so explain in detail: \_\_\_\_\_

Are all taxes, water and sewer charges current with respect to the Rental Property: Yes \_\_\_\_\_ No \_\_\_\_\_

List the names, ages and gender of each occupant and pet authorized to reside in each unit:

Unit #: \_\_\_\_\_

Pets: \_\_\_\_\_

Unit #: \_\_\_\_\_

Pets: \_\_\_\_\_

Unit #: \_\_\_\_\_

Pets: \_\_\_\_\_

Unit #: \_\_\_\_\_

Pets:	_____
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Unit #:	_____
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Unit #:	_____
_____	_____

**PLEASE ATTACH A COPY OF THE FLOOR PLAN FOR EACH UNIT LOCATED ON THE PROPERTY TO THIS APPLICATION. MAY BE DRAWN BY OWNER:**

**CERTIFICATION**

The undersigned hereby certifies that:

- (a) The foregoing answers given are true, accurate and complete;
- (b) The undersigned is, represents or is otherwise authorized to file this form for the Record Owner; and
- (c) In the event of any change in the information included in the foregoing, an amended Registration Form shall be filed within 20 days.
- (d) I am aware of all ordinances regarding Housing adopted by the Borough and more specifically ordinance 359.
- (e) I understand that it is my responsibility to obtain and be familiar with all state and local laws and ordinances that govern the licensing and operation of rental units in the Borough of Penns Grove.

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated: _____	Signature: _____
	Print Name: _____