

# Landlord Registration Form

Rental Address \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Qualifier \_\_\_\_\_  
# of Units, on that Property, that You Rent Out \_\_\_\_\_ Year Constructed \_\_\_\_\_  
Seasonal Rental (rented less than six months duration by tenants that do not have consecutive lease renewals) Yes \_\_\_ N \_\_\_  
Long Term Rental (rented more than six months duration): Y \_\_\_ N \_\_\_

1. Names and addresses of all record owners of the building (including all general partners in the case of partnership):

\_\_\_\_\_  
\_\_\_\_\_

Only one owner, check here \_\_\_\_\_

2. If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are:

\_\_\_\_\_  
\_\_\_\_\_

Record owner is not a corporation, check here \_\_\_\_\_

3. If the address of any record owner is not located in Ocean County, the name and address of a person who resides in Ocean County and is authorized to accept notices from a tenant, to issue receipts for those notices, and to accept services of process on behalf of the out-of-county record owner(s) are as follows:

\_\_\_\_\_

Select N/A if not applicable: N/A \_\_\_\_\_

4. The names and addresses of the managing agent are as follows:

\_\_\_\_\_  
\_\_\_\_\_

Select N/A if not applicable: N/A \_\_\_\_\_

5. The name and address (including dwelling unit, apartment, or room number) of the superintendent, janitor, custodian, or other person employed to provide regular maintenance service are as follows:

\_\_\_\_\_  
\_\_\_\_\_

Select N/A if not applicable: N/A \_\_\_\_\_

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 **anytime 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 decisions concerning the building, including the making of repairs and expenditures, are as follows:

\_\_\_\_\_  
\_\_\_\_\_

Is the same individual as the Owner of Record? Y \_\_\_\_\_ (phone number still required) N \_\_\_\_\_

7. The names and addresses of all holders of recorded mortgages on the property are as follows:

\_\_\_\_\_  
\_\_\_\_\_

There is no recorded mortgage on the property. Y \_\_\_\_\_

8. If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

Dealer name: \_\_\_\_\_ Address: \_\_\_\_\_

Oil Grade: \_\_\_\_\_ Phone number: \_\_\_\_\_

Building is not heated by fuel oil: \_\_\_\_\_ Building is heated by fuel oil, but the heat is not supplied by the landlord: \_\_\_\_\_

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

\_\_\_\_\_  
Landlord or Authorized Representative

Are you a "Covered Person" under "Daniels Law?" Y \_\_\_\_\_ N \_\_\_\_\_

**THIS FORM IS TO BE FILED WITH THE MUNICIPAL CLERK AND DISTRIBUTED TO TENANTS**