

**RESIDENTIAL PROPERTY REGISTRATION FORM  
BOROUGH OF BERNARDSVILLE  
1 ANDERSON HILL RD. SUITE 103  
BERNARDSVILLE NJ 07924**

**\*\*OFFICIAL USE ONLY\*\***

Date Received \_\_\_\_\_ Fee \$ \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

Date and Time of inspection: \_\_\_\_\_ Lead Info \_\_\_\_\_

**\*\*ALL INFORMATION MUST BE COMPLETED AND SUBMITTED FOR EACH UNIT ANNUALLY\*\***

Please enclose a registration fee of \$150 per rental unit payable to the Borough of Bernardsville. **Complete ALL sections of the Rental Registration Form.** As it is a legal document, missed sections or omissions will be considered an incomplete application, and will be returned as such. All statements must be true. All applications must have an attached updated floor plan. If the floor plan is modified in any way during an annual rental cycle, a new plan must be submitted. Ord. #2016-1717 § 3). **If a lead inspection is required for your rental property make sure to include the fee of \$70.00 for the visual lead inspection.**

**DECLARATION PAGE OF LIABILITY INSURANCE MUST BE SUBMITTED WITH REGISTRATION**

Date \_\_\_\_\_ Insurance Carrier/Policy# \_\_\_\_\_

Street Address: \_\_\_\_\_ Unit/Floor/Apt.# \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ Total number of units in building \_\_\_\_\_

Type of registration: (circle one) Initial registration    Yearly/Annual    Change of tenancy

Owner/Taxpayer \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Owner is:    Individual    Corporation    Partnership    LLC    Other \_\_\_\_\_

Registered agent \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

Managing Agent \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

**Emergency Contact Information**

Name \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Cell \_\_\_\_\_

Responsible party for the payment of each of the utilities as indicated in the current lease.

These indications do not absolve the landlord of ultimate responsibility.

**Please check one for each utility listed below:**

	<b>Landlord</b>	<b>Tenant</b>
Heat	_____	_____
Electric Service	_____	_____
Water	_____	_____
Sewer	_____	_____
Yard Maintenance	_____	_____

Heating fuel type (circle one): Oil Natural Gas Propane Electric Other \_\_\_\_\_

Supplier of Oil or Propane: \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

	<b>Attic</b>	<b>2nd floor</b>	<b>Ground floor</b>	<b>Basement</b>
Number of bedrooms:	_____	_____	_____	_____
Number of Kitchens:	_____	_____	_____	_____
Number of Full Baths:	_____	_____	_____	_____
Number of Half Baths:	_____	_____	_____	_____
Number of Living rooms:	_____	_____	_____	_____
Number of Family rooms:	_____	_____	_____	_____
Number of Dining rooms:	_____	_____	_____	_____

Nature and location of other rooms tenant may use: \_\_\_\_\_

Send Inspection Summary Reports and/or Certification of Rental Compliance to (if not owner):

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

**TENANT INFORMATION**

Lease dates from \_\_\_\_\_ To \_\_\_\_\_

Name on lease \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_

**NAMES AND RELATIONSHIPS TO THE NAMED TENANT ABOVE OF ALL OCCUPANTS**

PLEASE INCLUDE THE NAME, SCHOOL AND GRADE LEVEL OF ALL CHILDREN WHO ATTEND  
OR WILL BE ATTENDING THE BERNARDSVILLE SCHOOL DISTRICT.

	NAME	RELATIONSHIP	SCHOOL/GRADE
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____
6	_____	_____	_____

**PROPERTY OWNER ACKNOWLEDGEMENT**

I hereby certify that to the best of my knowledge the information above is accurate. I further certify that I will maintain the subject property in compliance with the Bernardsville Borough Zoning Ordinance, the Residential Property Maintenance Code, the New Jersey State Housing Code, the Uniform Fire Code, and all other applicable statutes, ordinances and regulations.

Signature \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

Before you move into your rental dwelling unit, whether a house, an apartment or a room, your landlord must obtain a Certificate of Rental Housing Compliance from the Borough of Bernardsville showing that your unit complies with the Borough Property Maintenance Code, the State Housing Code, the Uniform Fire Code and other statutes, ordinances and regulations (the "Codes"). A new certificate is required for each new tenant, so the certificate must list your name.

Inspections of your unit will be conducted by the code enforcement officer to ensure compliance with the Codes. Inspections will be conducted Monday thru Thursday between the hours of 10:00 A.M. and 2:00 P.M. The Codes are for your protection. If you feel that your landlord is not complying with the Codes, please contact Bill Roberts, the Borough Code Enforcement Officer, as indicated below. You and your landlord have continuing obligations to comply with the Codes. There is a limit on the number of people that may reside in your unit. In most cases, rooms located in attics or basements may not be used for sleeping. If you have any questions or need more information regarding the Codes, please contact the Borough Code Enforcement Officer at **908-766-3850 ext.119**, by email to [wroberts@bernardsville.gov](mailto:wroberts@bernardsville.gov) or by visiting at or writing to:

**Borough Hall Office of Rental Registration  
1 Anderson Hill Rd. Suite 103  
Bernardsville, NJ 07924**

**Your landlord will require you to sign the statement below and must give you a copy as proof you have received this notification.**

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

Tenant:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name

Witness:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print name