

RESIDENTIAL RENTAL PROPERTY REGISTRATION FORM
BOROUGH OF BERNARDSVILLE
1 ANDERSON HILL RD. SUITE 103
BERNARDSVILLE, NJ 07924
908-766-3000 EXT 129

For Borough use only: Fee Paid \$ _____ Check# _____ Lead _____

Date of inspection: _____

*** All information must be submitted each year ***

Please enclose an annual inspection fee of \$150 per rental unit payable to the Borough of Bernardsville. Please fully complete the Rental Registration Form, for it is a legal document. All statements must be true. New applications must have attached an updated floor plan. Ord. #2016-1717 § 3) All rental dwellings must be in compliance with the new Lead Law P.L.2021, c.182. For further information please see the DCA website nj.gov/dca. **If you wish to have your lead inspection done at this annual inspection, please submit an additional fee of \$70 along with your registration fee.**

Date: _____

1. Street address: _____ Unit # _____
Block _____ Lot _____
Total number of units in building _____

- Proof of Liability must be submitted with your yearly registration per legislation (S-1368)
Adopted August 5th 2022.

2. Liability Insurance Provider _____

3. Yearly inspection will be scheduled by Landlord__ or Tenant__(Please check one).

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

5. Type of unit: _____

6. Owner: (Taxpayer) _____ Phone _____
Address _____ City _____ State _____ Zip _____
Owner is: Individual Corporation Partnership LLC Other
Email _____

7. Managing Agent: _____ Phone _____
Address _____ City _____ State _____ Zip _____
Email _____

8. Emergency Contact/Managing Agent: _____ Phone # _____

RESIDENTIAL RENTAL PROPERTY REGISTRATION

9. Responsibility under lease (this does not absolve the landlord of ultimate responsibility) Check one in each row:

	Landlord	Tenant
Heat	_____	_____
Electric Service	_____	_____
Water	_____	_____
Sewer	_____	_____
Yard Maintenance	_____	_____

10. a. Heating fuel type: Oil Gas Electricity Other_____

b. Water source: Well or City

c. Does property have Septic or Sewer

11. Garbage Disposal Company: _____
Pick up day: _____

Room count per unit:

Number of bedrooms: _____ Are any in attic Y/N___ basement Y/N___
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 tenants may use: _____

If this rental property has multiple units are there any common areas? Y__ or N__

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TENANT INFORMATION

12. Lease date from: _____ To: _____

Name(s) on lease: _____ Phone: _____
Email: _____

Names and relationship to LESSEE of ALL occupants*

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

Please include ALL occupants below:

NAME	RELATION TO LESSEE	GRADE & SCHOOL (School age)
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

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.

Print name: _____

Signature: _____ Date: _____

RESIDENTIAL RENTAL PROPERTY REGISTRATION

3.

Before you move into your rental dwelling unit, whether a house, an apartment or a room, your landlord should 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 and Wednesday between the hours of 10:00 A.M. and 12 P.M. The Codes are for your protection. If you feel that your landlord is not complying with the Codes, please contact 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 908-766-3000 ext. 119, by email to avaughn@bernardsvilleboro.org or by visiting or writing, Borough Hall Office of Rental Registration, 1 Anderson Hill Rd. 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 on an annual basis.

Date: _____

Witness:

Tenant:

Signature

Signature

Print Name

Print Name

¹ REVISED March 16, 2023