CITY OF BEVERLY

446 Broad Street
Beverly, NJ 08010

RENTAL UNIT REGISTRATION APPLICATION

(COMPLETE ALL AREAS)

***Date of Application**_____ ***Property Located at**_____

Block #_____ **Lot#**____ ***Rental Unit Designation (A, B, etc.)**_____**(use separate sheet for each unit)**

(OWNER MUST BE LOCATED IN BURLINGTON COUNTY, IF NOT YOU MUST HAVE AN IN-COUNTY AGENT)

***Owner's Full Name**_____

***Responsible Individual Name**_____

***Complete Mailing Address**_____

***Owner's Telephone Number** _____ **24 hour Emergency Number**_____

Email_____

Agent Name_____

Agent Telephone Number _____ **24 hour Emergency Number** _____

Email_____

Agent Mailing Address_____

Physical Address (if different)_____

***Occupants of Rental Unit: Name of each and every occupant of this unit**

Occupant 1: _____ **Age:** _____
Occupant 2: _____ **Age:** _____
Occupant 3: _____ **Age:** _____
Occupant 4: _____ **Age:** _____
Occupant 5: _____ **Age:** _____
Occupant 6: _____ **Age:** _____

***List rooms and sizes in feet (closet space excluded from the measurement)**

Bedroom 1: _____ X _____
Bedroom 2: _____ X _____
Bedroom 3: _____ X _____
Bedroom 4: _____ X _____
Bedroom 5: _____ X _____
Bedroom 6: _____ X _____

Dining Area: _____ X _____
Kitchen Area: _____ X _____
Living Room: _____ X _____
Bathroom 1: _____ X _____
Bathroom 2: _____ X _____

Other Room: _____ X _____
_____: _____ X _____
_____: _____ X _____
_____: _____ X _____
_____: _____ X _____

***Landlord/Agent Signature**_____

***Print Name:**_____

***Required information**

DO NOT COMPLETE BELOW – FOR OFFICIAL USE ONLY

Date Paid _____	**Amount** _____	**Cash** _____	**Check #** _____

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A. The name and address of the record owner or owners of the premises and the record owner or owners of the rental business, if not the same persons. In the case of a partnership, the names and addresses of all general partners shall be provided;

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

C. If the address of any record owner is not located in Burlington County, the name, address of a person who resides in Burlington County and who 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 and respond to any issues that may arise with the premises (***N.J.S.A. 46:8-26 et seq.]***

D. The name and address of the managing agent of the premises, if any;

E. The name and address, including dwelling unit, apartment or room number of the superintendent, janitor, custodian and other individual employed by the owner or agent to provide regular maintenance service, if any;

F. 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 premises or any unit of dwelling space therein, including any emergencies as the failure of any essential service or system, and who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection therewith and who 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;

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

H. 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 used;

I. As to each rental unit, a specification of the exact number of sleeping rooms contained in the rental unit and approximate dimensions of same; and

J. Whether the building is equipped with sprinklers or other fire suppression equipment including details as to type.

K. Whether the building is equipped with emergency exits such as fire escapes.

L. The number of persons permitted to occupy the unit by the owner and operator. This number shall not be greater than the maximum occupancy permitted by applicable health and fire regulations.

M. The number of minors permitted to occupy the unit by the owner and operator.

N. Whether pets are permitted in the unit and any limitation on the nature, number, or type of pets imposed by the owner or operator.

O. The street address and unit designation of the unit being registered.

P. The names of all registered tenants listed on the lease and their approximate age.

FEES: ANNUAL REGISTRATION (includes first inspection) - $100.00
SECOND AND SUBSEQUENT INSPECTIONS - $50.00 EACH
IF NO ONE AVAILABLE FOR INSPECTOR TO GAIN ACCESS - $50.00 ADDITIONAL
RENEWAL LATE FEE - $50.00