

Township of West Orange

66 Main Street, West Orange, NJ 07052

Rent Leveling Board

LANDLORD/TENANT REGISTRATION FORM-PROPERTY INFORMATION

(Pursuant to Ord. Chapter XV Rent Control)

Please list or attach the following information for all new tenants, tenants renewing their leases, and all vacant units.

Submit to rentlevelingboard@westorange.org

Property Information

Block: _____ Lot: _____
 Property Address: _____
 Property Owner Name: _____

Instructions: 1. Complete the Landlord Annual Registration Form
 2. Complete a Property Information Form
 3. Submit both formats with signature(s) to the WORLB Annually
This form can be duplicated for additional units

													Vacancy Questions		
Building Address	Unit #	Tenant Name	Total Rooms	Total Bedrooms	Sq Ft of Unit	Total # of Occupants	Current Lease Start Date	Lease Expiration Date	Current Monthly Rent	New Rent with Heat Included (3% Inc)	New Rent without Heat Included (2% Inc)	Landlord Provides Heat	Is the Unit Currently Vacant?	Date of Vacancy	Last Rent Amount

Unit rent can only be increased once every 12 months including leases which are month-to-month or a verbal agreement. Any proposed rental increase in conformity with the provisions of this chapter shall be approved by the Rent Leveling Board unless objection is filed by the tenant to the Board within thirty (30) days of notification of the proposed rental increase. (Pursuant to 1972 Code 17-2.5; Ord. 453-77 2)

I certify under penalty of law that the information provided in this document is true and accurate. I am aware that there are significant penalties for submitting false or inaccurate information

Property Owner (or agent) Signature: _____

Date: _____