BOROUGH OF HADDON HEIGHTS
MUNICIPAL BUILDING
625 STATION AVENUE
HADDON HEIGHTS, NJ 08035
WWW.HADDONHTS.COM
PHONE: 856-547-7164 • FAX: 856-547-5259

August 20, 2019

Dear Homeowner:

In accordance with Borough Ordinance 2019:1469, *An Ordinance Entitled: "Registration Of Residential Rental Units" Of The Code Of The Borough Of Haddon Heights, In The County of Camden, State of New Jersey*, the Borough now requires all residential rental properties be registered on an annual basis. This includes all single-family and multi-family dwelling rentals, as well as owner-occupied multi-family homes. The full Ordinance can be found on the Borough's website at https://haddonhts.com/zoning/page/rental-property-registration.

Also included with this registration is the *New Jersey State Required Landlord Identity Registration* form. Please be advised that this document refers ONLY to dwellings that are NOT owner occupied.

This letter shall serve as the **second and FINAL** notice for the year 2019. All 2019 registrations must be received by the Borough **no later than September 15, 2019**. Registrations received after September 15th will have a $100.00 late fee assessed.

For the year 2020 and each year thereafter, all annual registrations will be due April 1st. Registrations received later than April 1st will incur a $100.00 late fee.

Please be advised that this registration, along with the Certificate of Occupancy from the Fire Department are both required annually for all rental properties. This registration does not impact compliance with local zoning laws and regulations, specifically the requirements of N.J.S.A. 40:55D-68 of the New Jersey Municipal Land Use Law. *(See attached Exhibit "A").*

Upon any change of ownership or tenancy, the property owner/landlord must file for a Certificate of Continued Occupancy with the Zoning Office within 10 days of the change.

Any questions or concerns regarding this registration should be directed to the Borough Clerk's office at (856) 547-7164, ext. 31. Thank you in advance for your anticipated cooperation.

Sincerely,

Kelly Santosusso, RMC, CMR
Borough Clerk/Operations Manager

KC

2019 KC

BOROUGH OF HADDON HEIGHTS
Municipal Building
625 Station Avenue
Haddon Heights, NJ 08035
(856) 547-7164
www.haddonhts.com

ANNUAL REGISTRATION OF RENTAL UNITS

PROPERTY ADDRESS:	
BLOCK:	**LOT:**
NUMBER OF UNITS:	

PROPERTY OWNER INFORMATION:

☐ Individual Owner(s)	☐ Partnership	☐ Corporation	☐ Limited Liability Corporation

*Partnership, Corporation, & LLC Ownership Types – Please attach a separate list containing the name and address of each officer, director, stockholder, or partner.

Owner Name:
Corporate Officer of Partnership/LLC Name(s):
Owner Address:
City, State, Zip:
Home Phone
Cell Phone:
Email:

Name and address of a person who resides in the Borough of Haddon Heights and who is authorized to accept notices from a tenant or the Borough, to issue receipts for these notices, and to accept the service of process on behalf of the owner of record.	
Name:	Phone Number:
Haddon Heights Address:	

MORTAGE HOLDER(S):

THERE IS A MORTGAGE HOLDER ON THIS PROPERTY (CIRCLE): YES NO

Name of Mortgage Holder:
Address of Mortgage Holder:

RENTAL PROPERTY DESCRIPTION:

OWNER OCCUPIED (PLEASE CIRCLE): YES NO

☐ Single Family Dwelling	☐ Two Unit Multi-Family Dwelling
☐ Three Unit Multi-Family Dwelling	☐ Four Or More Unit Multi-Family Dwelling
☐ Secondary Resident – Detached (e.g. Guest House)	☐ Room Rental(s)
☐ Other (please describe)	

BUILDING INFORMATION:

Year Constructed:	Number of Stories:	Total Sq. Feet:
Number of Dwelling Units:		
Heating System Type: ☐ Natural Gas ☐ Oil ☐ Electric		
Smoke Detection System: ☐ Battery Operated ☐ Hardwired ☐ Central Station Monitored		

** IF FUEL OIL IS USED TO HEAT THE UNIT, PLEASE INCLUDE THE FOLLOWING INFORMATION**

Fuel Oil Dealer Servicing Unit: _____ Grade of Oil Used: _____

OCCUPANT INFORMATION:

UNIT #	NUMBER OF BEDROOMS	NUMBER OF OCCUPANTS	MONTHLY RENT	UTILITIES INCLUDED
NAMES OF OCCUPANTS		1.	2.	3.

UNIT #	NUMBER OF BEDROOMS	NUMBER OF OCCUPANTS	MONTHLY RENT	UTILITIES INCLUDED
NAMES OF OCCUPANTS		1.	2.	3.

If there are more than two (2) units, please add a corresponding page to this registration form indicating the above information for the additional units.*

By signing below, I, the owner of the aforementioned property, hereby affirm and acknowledge that the statements contained in this application are true and correct to the best of my knowledge. I further affirm that I have read the Borough's Ordinance 2019:1469 and understand that I will comply with all of the terms and conditions outlined. I further affirm that the "unit(s)" for which I am applying for are in full compliance with the Borough of Haddon Height's Municipal Land Use regulations and the Uniform Fire Code of the State of New Jersey. I also grant permission to the Public Official of the Borough of Haddon Heights the right to inspect the dwelling unit(s) for which this license is requested. *Disclaimer: Satisfaction of annual rental registration does not impact compliance with local zoning laws and regulations, specifically the requirements of N.J.S.A. 40:55D-68 of the New Jersey Municipal Land Use Law. (See attached Exhibit "A").*

_____ _____

Signature of Owner Date

This form is to be completed and returned to the Borough of Haddon Heights Municipal Building with the fee ($50 per rental unit), payable to "the Borough of Haddon Heights"

FOR OFFICE USE ONLY	
☐ **HAND DELIVERED** ☐ **MAIL** ☐ **EMAIL** ☐ **FAX**	**Date Received:**
☐ **Check # _____** ☐ **Cash** ☐ **Credit/Debit Card**	**Amount Paid:**

New Jersey Department of Community Affairs
Division of Codes and Standards
Landlord-Tenant Information Service

REGULATIONS FOR THE LANDLORD IDENTITY REGISTRATION FORM

N.J.A.C. 5:29-1.1

Printed June 2011

5:29-1.1 Applicability
(a) Pursuant to N.J.S.A. 46:8-28 and 46:8-29, the form prescribed by this subchapter is required to be given by landlords to tenants in single unit dwellings and in two – unit dwellings that are not owner-occupied and to be filed in the office of the clerk of the municipality in which any such single unit dwelling or two-unit dwelling is situated.

(b) Tenants in multiple dwellings are required to be given a copy of the certificate of registration filed with the Bureau of Housing Inspection in accordance with N.J.S.A. 55:13A-12, N.J.S.A. 46:8-28 and N.J.A.C. 5:10-1.11. **(Contact the Bureau of Housing Inspection, P.O. Box 810, Trenton, New Jersey 08625 (609) 633-6240 for registration applications for buildings with three or more dwelling units)**

THE ATTACHED FORM IS TO BE FILED WITH THE MUNICIPAL CLERK AND DISTRIBUTED TO TENANTS IN SINGLE UNIT DWELLINGS AND IN TWO UNIT DWELLINGS THAT ARE NOT OWNER-OCCUPIED. **(DO NOT SEND THIS STATEMENT TO LANDLORD-TENANT INFORMATION SERVICE)**

Similar forms may be obtained from private sources. You may obtain a copy of the form by faxing your request to (609) 609-292-2839 or by writing to:

New Jersey Department of Community Affairs
Division of Codes and Standards
Bureau of Homeowner Protection
Landlord-Tenant Information Service
P.O. Box 805
Trenton, New Jersey 08625-0805

LANDLORD IDENTITY REGISTRATION STATEMENT
ONE AND TWO-UNIT DWELLING REGISTRATION FORM

The form of the certificate of Registration to be filed with the municipal clerk and distributed to tenants by owners or non-owner occupied one- and two-unit dwellings shall be substantially as follows:

(1) Property Address:

_____

_____

(2) The names and addresses of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

_____

_____

(3) If the record owner is a corporation, the names and addresses of the registered agent and of the corporate officers are as follows:

_____

_____

☐ Record owner is not a corporation.

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

_____

☐ The addresses of all record owners in the county in which the dwelling is located:

_____

_____

(5) The name and address of the managing agent is as follows:

_____

_____

☐ There is no managing agent.

(6) 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 is as follows:

_____

_____

☐ There is no superintendent, janitor, custodian or other person employed to provide regular maintenance service.

(7) 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 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, is as follows:

_____

_____

(8) The names and addresses of all holders of recorded mortgages on the property are as follows:

_____

_____

☐ There is no recorded mortgage on the property.

(9) 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:

_____

_____

☐ The building is not heated by fuel oil
☐ The building is heated by fuel oil, but the landlord does not furnish heat.

_____ _____

Date Landlord or Authorized Representative

SEND COMPLETED FORMS TO TENANTS AND MUNICIPAL CLERKS ONLY

EXHIBIT "A"

COMPLIANCE WITH LAND USE LAWS

40:55D-68. Nonconforming structures and uses

Nonconforming structures and uses. Any nonconforming use or structure existing at the time of the passage of an ordinance may be continued upon the lot or in the structure so occupied and any such structure may be restored or repaired in the event of partial destruction thereof.

The prospective purchaser, prospective mortgagee, or any other person interested in any land upon which a nonconforming use or structure exists may apply in writing for the issuance of a certificate certifying that the use or structure existed before the adoption of the ordinance which rendered the use or structure nonconforming. The applicant shall have the burden of proof. Application pursuant hereto may be made to the administrative officer within one year of the adoption of the ordinance which rendered the use or structure nonconforming or at any time to the board of adjustment. The administrative officer shall be entitled to demand and receive for such certificate issued by him a reasonable fee not in excess of those provided in R.S. 54:5-14 and R.S. 54:5-15. The fees collected by the official shall be paid by him to the municipality. Denial by the administrative officer shall be appealable to the board of adjustment. Sections 59 through 62 of P.L. 1979, c. 291 (C. 40:55D-72 to C. 40:55D-75) shall apply to applications or appeals to the board of adjustment.

In Belmar v. 2011 6th Ave., Belmar, 309 N.J. Super. 663, 674 (Law Div. 1997), the Court suggested that since the statute confers a valuable property right, a prudent purchaser or mortgagee should take steps to secure that right by insisting on the statutory certificate. Note that this section authorizes the administrative officer to issue a certificate when a party applies for it within one year from adoption of the ordinance making a use non-conforming. But a certificate issued on an application to the administrative officer beyond the one-year time limit has no effect and such an application much be to the zoning board of adjustment. See Cronin v. Township Committee, 239 N.J. Super. 611, 618 n.1 (App. Div. 1990). See also Stafford v. Stafford Zoning Bd., 154 N.J. 62, 69 (1998) (person who applies for non-conforming use certification more than one year after adoption of the pertinent ordinance must apply to zoning board).

Hence, if your property was converted to a rental/multiple dwelling property and you do not possess a certificate certifying that the use or structure existed in that capacity prior to the adoption of the Ordinance precluding single family residents from being converted to multiple family rental units on or after December 1973, application to the Planning/Zoning Board of the Borough of Haddon Heights will be required upon sale of your property for such use to continue.