



MINE HILL TOWNSHIP

Municipal Building – 10 Baker Street – Mine Hill, New Jersey 07803

Code Enforcement Department
Al Thompson, Zoning Officer
973-366-9031 ext. 51

Rental Property Registration Statement

Property Location:

Address: _____

Block/Lot: _____

Property Owner (including all general partners in the case of a partnership, all members in the case of a limited liability partnership, and all shareholders in the case of a Corporation):

Name: _____

Address: _____

Responsible Party (a person who resides in Morris County and is authorized by the Property Owner to accept notices from the tenant or municipality, to issue receipts for these notices, and to accept service of process on behalf of the Property Owner):

Name: _____

Address: _____

Telephone: _____

Property Manager (manager, superintendent, janitor, custodian, or other person employed to provide regular maintenance services, and, if different, the name and contact information of an individual representative of the Property Owner or Property Manager who may be reached at any time in the event of an emergency – use reverse side or attach additional sheet if necessary):

Name: _____

Address: _____

Telephone: _____

Tenants (include the name, age and gender of EVERY tenant, including children – use reverse side or attach additional sheet if necessary):

Fuel Oil (if fuel oil is used to heat the unit and the landlord furnishes heat, provide the fuel oil dealer servicing the unit and the grade of oil used):

Name: _____

Address: _____

Telephone: _____

Grade of Oil: _____

As to each unit, the Property Owner shall provide a floor plan of the unit, which shall depict the number, dimensions and location of each room in the unit. No space shall be used for sleeping purposes which has not been so designated as a sleeping area on the sketch provided by the Property Owner and approved by the Construction Official/Local Enforcing Agency. (Use reverse side or attach an additional sheet for sketch)

Check Box and Include Appropriate Fee: Year 1 – \$500.00

Year 2 – \$300.00*

Year 3 – \$100.00*

Subsequent Years – \$100.00*

*Provided that in the past year the licensee has not been convicted of any violation of any Township Ordinance, Statute or Regulation concerning the rental property. In the event of any such conviction, the annual fee shall be \$500.00. The annual fee shall not decrease unless the landlord and all units in the rental property have been violation free for a period of one year.

Applicant Signature: _____

FOR MUNICIPAL USE ONLY

Date Received: _____ Date Approved: _____ Received by: _____

Fee Received: _____ Paid In Full: Balance Due: _____

Application Reviewed and Approved by: _____