



BOROUGH OF PALMYRA
DEPARTMENT OF HOUSING
20 W. BROAD STREET
PALMYRA, NJ 08065

REGISTRATION # _____

LICENSE # _____

RENTAL UNIT REGISTRATION FORM

SECTION I - RENTAL UNIT EMERGENCY CONTACT INFORMATION

PER ORDINANCE 2013-14, THIS MUST BE AN OWNER, INDIVIDUAL OWNER REPRESENTATIVE, OR MANAGING AGENT WHO MAY BE REACHED OR CONTACTED AT ANY TIME IN THE EVENT OF AN EMERGENCY.

Name _____ Home Phone _____ Cell Phone _____

Physical Address _____

SECTION II - RENTAL UNIT PROPERTY INFORMATION

Block _____ Lot _____

Street Address _____ Unit #, Floor # or Description _____

Is the rental unit/property located in a Flood Zone? (circle one) Yes No

If the answer to the above is Yes, was the tenant notified? (circle one) Yes No

What is the Heating Source? (circle one) Natural Gas Electric Fuel Oil Other _____

If fuel oil is used to heat the building and the landlord furnishes the heat, you must supply the name and address of the fuel oil dealer serving the rental unit and the grade of fuel used below:

If the landlord **DOES NOT** furnish fuel oil with lease, check here _____ and skip the following.

Fuel Oil Dealer _____ Phone# _____

Fuel Oil Dealer Address: _____ Grade of Fuel Oil Used _____

SECTION III - RENTAL UNIT TENANT INFORMATION

Provide the names and phone numbers of all rental unit tenants who have signed the current Lease.

Tenant Name _____ Home Phone _____ Cell Phone _____

Tenant Name _____ Home Phone _____ Cell Phone _____

Tenant Name _____ Home Phone _____ Cell Phone _____

SECTION IV - RENTAL UNIT PROPERTY OWNER INFORMATION (A physical address must be provided.)

Owner Name _____ Home Phone _____ Cell Phone _____

Owner Physical Address _____

Owner Mailing Address (if different from physical address) _____

List additional Owners & physical addresses below if applicable. (We do not accept a P.O. Box as Address.)

Name _____ Home Phone _____ Cell Phone _____

Physical Address _____

Name _____ Home Phone _____ Cell Phone _____

Physical Address _____

Name _____ Home Phone _____ Cell Phone _____

Physical Address _____

If owner of record is not located in Burlington County, provide the name, address, and telephone number of a person who resides in Burlington 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 owner(s) of record below.

Name _____ Phone _____ Cell Phone _____

Physical Address _____

SECTION V - RENTAL UNIT MANAGING AGENT INFORMATION (We do not accept a P.O. Box as Address.)

If there is **NO** Managing Agent check here _____ and skip this section.

Managing Agent Name _____ Phone _____ Cell Phone _____

Managing Agent Physical Address _____

On-site Superintendent, Janitor or Custodian Name _____

Room/Unit Number _____ Phone _____ Cell Phone _____

SECTION VI - RENTAL UNIT MORTGAGE INFORMATION

If there is **NO** mortgage on property check here _____ and skip this section.

List below the name and address of all holders of recorded mortgages on property (bank, equity loan, etc.):

If Owner is a Corporation check here _____ and complete Supplemental Form for Rental Unit Registration, Section A

If Owner is an LLC check here _____ and complete Supplemental Form for Rental Unit Registration, Section B

If Owner is a Partnership check here _____ and complete Supplemental Form for Rental Unit Registration, Section C

Signature of Rental Unit/Property Owner/Landlord/Managing Agent

Date

Print name here

NOTE: A copy of your valid driver's license must be submitted with your registration form. This registration form along with the required inspection must be renewed every year or upon change of tenant.

The Borough of Palmyra Housing Inspection consists of a visual examination of the premises to determine its suitability for a Certificate of Compliance under the provisions of the adopted codes and ordinances. This property inspection is not a guarantee or warranty of the premises or equipment therein.

OFFICE USE ONLY:

DATE RECEIVED _____ RECEIVED BY _____

AMOUNT _____ CHECK# _____ CASH _____ RECEIPT# _____

TAXES CURRENT _____ HOUSING OFFICIAL APPROVAL _____ REGISTRATION # _____

INSPECTION DATE _____ INSPECTED BY _____ LICENSE # _____