



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.):

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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

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

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Date

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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.**

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**OFFICE USE ONLY:**

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DATE RECEIVED \_\_\_\_\_ RECEIVED BY \_\_\_\_\_

AMOUNT \_\_\_\_\_ CHECK# \_\_\_\_\_ CASH \_\_\_\_\_ RECEIPT# \_\_\_\_\_

TAXES CURRENT \_\_\_\_\_ HOUSING OFFICIAL APPROVAL \_\_\_\_\_ REGISTRATION # \_\_\_\_\_

INSPECTION DATE \_\_\_\_\_ INSPECTED BY \_\_\_\_\_ LICENSE # \_\_\_\_\_