



TOWNSHIP OF NORTH BRUNSWICK

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Dear Property Owner:

You are receiving this letter either because you were once registered as a landlord in the Township of North Brunswick, or we have otherwise identified your home as a legal two-family dwelling.

If you are no longer a landlord, you may disregard this letter and do not need to contact us.

The Township Council has recently adopted an amendment to Chapter 266 Rental Housing and created, "§266-10 - Rental Housing Landlord Registration Requirements." The new registration requirements are generally outlined on the reverse. You may contact the Township Clerk's office if you would like a copy of the full ordinance.

This ordinance primarily creates a new Landlord Registration requirement with a \$30 fee which must be filed and paid no later than October 1, 2011 and is renewable every three (3) years.

You are also required to provide us with updated contact information at all times as described in Section E.

We have enclosed the new Landlord Registration form which may be returned with payment by cash or check. We manage rentals by their property address on the top line. Please complete the registration form carefully listing the rental property address on the top line followed by all the required contact information. Be sure to sign at the bottom of the form.

Payment receipts will not immediately be issued. You should consider your cancelled check as your receipt. A Landlord Registration certificate will eventually be mailed to you.

Our office on the second floor of the municipal building is open weekdays between 8:30 am and 4:00 pm. We may be contacted by phone at 732-247-0922 x440.

Department of Community Development

§ 266-10. Rental housing landlord registration requirements.

A. Every landlord of any building or structure which comes under the provisions of this chapter shall file with the Department of Community Development, a written registration statement.

B. For single family, two-family, and two-family owner occupied units, there shall be a landlord registration fee of \$30.00, which fee shall be renewable and due for payment every three (3) years on October 1st.

C. All single family, two family, and owner occupied two-family unit landlord registrations shall expire on the third September 30th following their filing. The registration fee shall not be prorated for those registrations received after October 1st of any year.

D. A landlord of single family, two family, and owner occupied two-family units who is determined to be renting a dwelling not previously or currently registered shall be required to pay a registration fee of \$30.00 and a penalty fee as follows:

- (1) A penalty fee of \$250.00 for the first offense; and
- (2) A penalty fee of \$500.00 for a second or subsequent offense, all such fees to be cumulative. A summons and complaint may be issued to the owner for appearance in Municipal Court for a second or subsequent offense, all such offenses to be cumulative.

In addition to the remedies set forth herein, any unpaid fees and penalties pursuant to this Section shall also be deemed a violation of this chapter pursuant to §266-12 and subject to the penalties therein.

The affected dwelling shall immediately be subject to an emergency inspection per §266-7E of this chapter. The landlord shall be required to pay, in addition to the \$30.00 landlord registration fee and the applicable penalty fee as set forth herein, the \$70.00 fee for such emergency inspection as set forth herein in §266-8 of this chapter.

E. If there is any change in any of the information on the Landlord Registration Statement, an Amended Registration Statement must be filed within 30 days, and the amended statement posted and distributed to tenants within seven days of filing. Failure to file such Amended Registration Statement shall result in the following administrative penalties:

- (1) A penalty fee of \$150.00 for failure to register within 30 days;
- (2) A penalty fee of \$250.00 for failure to register within 60 days; and
- (3) A penalty fee of \$500.00 for failure to register within or after 120 days, such fees to be cumulative.

F. The Certificate of Registration shall be posted in an inconspicuous area to be designated by the landlord, but observable by the tenant.

G. The initial registration for all buildings shall also be accompanied by a floor plan and the square footage for each unit type to be used by the Township in establishing maximum occupancy limits for each unit type.

H. Any unpaid fees or penalties required pursuant to this Section 266-10 shall be charged against the owner of the said premises, and the amount thereof shall become a lien upon such lands and shall be added to and become and form part of the taxes next to be assessed and levied upon such lands, the same to bear interest at the same rate as taxes and shall be collected and enforced by the same officers in the same manner as taxes. The Township shall have the right to bring a summary action for collection of such costs incurred in the Superior Court of New Jersey, Law Division, Middlesex County.