

**RENTAL UNIT REGISTRATION FORM
BASS RIVER TOWNSHIP, NEW JERSEY**

Note: a separate registration form must be submitted for each rental unit

THIS REGISTRATION EXPIRE DECEMBER 31ST 20

1. OWNER(S):
NAME: _____
MAILING ADDRESS: _____

TELEPHONE NUMBER: _____
2. AGENT (IF APPLICABLE)
NAME: _____
MAILING ADDRESS: _____

TELEPHONE NUMBER: _____
3. ADDRESS OF RENTAL UNIT(S): BLOCK _____ LOT _____
STREET ADDRESS: _____
4. DATE FORM SUBMITTED TO TOWNSHIP CLERK: _____
5. WAS THIS UNIT (OR UNITS) REGISTERED DURING THE PREVIOUS YEAR? ___ YES ___ NO
6. NAME OF TENANT: _____
DATE OF TENANT OCCUPIED UNIT: _____
DATE OF TENANT'S LEASE EXPIRATION: _____
7. HAS TENANT CHANGED SINCE LAST REGISTRATION? ___ YES ___ NO
8. TYPE OF RENTAL UNIT:
_____ HOUSE _____ APARTMENT _____ ROOM
_____ NON-CONFORMING MOBILE HOME
OTHER: _____
9. DO YOU HAVE A CERTIFICATE OF OCCUPANCY (CO) FOR THIS RENTAL UNIT THAT WAS
OBTAINED WHILE THE PRESENT TENANT WAS OCCUPYING THE UNIT? ___ YES ___ NO

If you answer NO to this question, you must obtain a "certificate of occupancy" from the Building Inspector (609-294-9071). A new "certificate of occupancy" must be obtained each time a tenant changes.

10. TOTAL REGISTRATION FEE ATTACHED: _____ CHECK NO. _____

_____ INCLUDES ONLY THIS REGISTRATION FORM

_____ INCLUDES THIS FORM AND _____ ATTACHED FORMS

Fee: One Unit = \$25.00; each additional rental unit owned by the same owner(s) on the same property or different properties =\$15.00. An additional \$10.00 late fee is charged for each unit registered after March 31st.

Form may be mailed to:

Amanda S. Somes, Township Clerk, P.O. Box 307, New Gretna, NJ 08224

TO BE COMPLETED BY TOWNSHIP CLERK

DATE RECEIVED: _____

CURRENT CO ON FILE WITH BUILDING INSPECTOR? ____ YES ____ NO

ARE TAXES PAID UP TO DATE? ____ YES ____ NO

ARE SEWER CHARGES PAID UP TO DATE? APPLIES TO OFFSHORE MANOR HOMES ____ YES ____ NO

DATE DEEMED COMPLETE: _____

SIGNED: _____
TOWNSHIP CLERK