



Borough of Spring Lake

423 Warren Avenue
Spring Lake, New Jersey 07762
www.springlakeboro.org

(732) 449-0800
Fax (732) 449-8797

LANDLORD REGISTRATION STATEMENT

(NJSA 46:8-26 et seq.)

Print this application and mail to the Spring Lake Borough Clerk's Office at 423 Warren Avenue, Spring Lake, NJ

1. **Address of Premises Rented** _____

Block _____ Lot _____

2. **The name and address of the record owner of the premises** (include all partners or corporate officers). If the address of a record owner is not located in Monmouth County in which the premises are located, the name and address of a person who resides in or has an office in Monmouth County in which the premises are located and is authorized to accept notices from a tenant and to issue receipts therefore, and to accept services of process on behalf of the record owner, must be inserted)

3. **The name and address of the managing agent of the premises**

4. **The name, address and apartment number** of the superintendent janitor, custodian or other individual employed by the record owner to provide regular maintenance service

5. **The name, address and telephone number** of an individual representative of the record owner who may be reached or contacted at any time in the event of an emergency affecting the premises

_____ Phone # _____

6. **The name, address and telephone number** of every holder of a recorded mortgage on the premises

_____ Phone # _____

7. **The date upon which this information was prepared:** _____

Record Owner of Premises

Registered Agent or Assignee

Pursuant to the terms of NJSA 46:8-26 et seq., at the time of filing a Certificate of Registration, the landlord shall provide each occupant or tenant in the premises with a copy of the Certificate of Registration. A copy of this information is also on file with the Municipal Clerk of the Borough in which the premises above described are located. A copy this form will also be forwarded to the Borough Code Enforcement Officer and will verify that there was a Certificate of Occupancy issued for this rental.

After any change in the information required to be included, every landlord shall file an amended Certificate of Registration within twenty (20) days of the change. Upon the filing of an amendment to a Certificate of Registration, the landlord shall provide each occupant or tenant in the premises with a copy of the amended Certificate of Registration within seven (7) days of filing.

Received & Filed by Borough Clerk's Office

Date: _____