



# THE CITY OF NEW BRUNSWICK OFFICE OF RENT CONTROL

CIVIC SQUARE • 25 KIRKPATRICK STREET • PO Box 269  
NEW BRUNSWICK, NJ 08903

[IHAGERTY@CITYOFNEWBRUNSWICK.ORG](mailto:IHAGERTY@CITYOFNEWBRUNSWICK.ORG)  
[MCODY@CITYOFNEWBRUNSWICK.ORG](mailto:MCODY@CITYOFNEWBRUNSWICK.ORG)

February 22, 2010

Dear Landlord / Owner:

The New Brunswick Rent Control Ordinance (5.80.040) requires that all landlords register their rental AND non-owner occupied dwelling units on an annual basis by **April 1<sup>st</sup> of every year.**

**\*\*\*REGISTRATION FEE IS NOW \$25.00 PER UNIT\*\*\***

***The allowable base rent increase for the year 2010 is 2.5%.***

For your convenience we have enclosed the 2010 Rental Registration Form, the 2010 Rent Control Plain Language Summary and information pertaining to required inspections by Fire Safety.

A completed Rental Registration Form must be submitted to the Rent Control Office on or before **April 1, 2010.**

If you are receiving this letter and no longer own this rental property, please call our office to inform us in order that we may update our information. According to our records, you are the last known owner of this property.

***The following properties must register annually:***

- **ALL** non-owner occupied units
  - If the unit is occupied by relatives who are not listed on the deed, the unit is deemed non-owner occupied and must be registered;
  - If the unit is vacant or pending sale, it must be registered;
  - If the property is undergoing renovations that do not require a new CO to be issued, it must be registered.
- **ANY** owner-occupied dwelling unit where the owner rents out space in the unit to a group of two or more tenants must register the unit
- **Any** commercial property that has residential units. **ONLY** the residential units are to be registered with our department.
- **ALL** tenant-based Section 8 must register and are rent controlled
- Project-based Section 8 housing **MUST** register but are *not rent controlled.*
  
- ***Owner Occupied with two (2) or more units (owner's unit is exempt). Such properties must register but are not rent controlled***
  - ***Two-family owner-occupied properties must register but are not rent controlled***

**If you believe you received this registration form in error as your property is not a residential rental property:**

- **Please indicate so on the form and return to this office so that we may update our database.**
- **You may be required to submit proof of address, in the form of a valid driver's license or other documentation showing your address to document proof of owner occupancy.**

The annual rental registration fee is **\$25.00** per unit for all rental units. A late fee of **\$5.00** per unit will be required for late registrations (received after April 30<sup>th</sup>). **ALL CHECKS AND MONEY ORDERS SHOULD BE MADE OUT TO: THE CITY OF NEW BRUNSWICK.**

- **Please note that one (1) check or money order is preferred when registering multiple properties.**

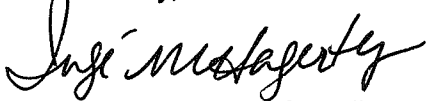
Rental registrations must be submitted on the **2010 Rental Registration Forms** (included) and **ALL** fields must be completed (please see the enclosed Rental Registration Instructional Guide to properly complete all fields of the registration form). **If all parts of the form are not completed, your registration form and check will be returned to you.**

**Your cancelled check is your receipt. You may call to confirm that your registration was received.**

**Please adhere to the registration date, as no further notices will follow. The penalty for failing to register is considered a disorderly persons offense with a minimum fine of \$100 per offense and a mandatory court appearance.**

Any questions or concerns regarding registration, please contact either Maria Cody or myself at 732-745-5050.

Sincerely,



Ingé M. Hagerty, Coordinator  
Rent Control Office  
City of New Brunswick