



THE CITY OF NEW BRUNSWICK

Office of Rent Control
Department of Planning, Community &
Economic Development

Civic Square • 25 Kirkpatrick Street • PO Box 269
New Brunswick, NJ 08903

www.cityofnewbrunswick.org/rentcontrol

Office Use Only:

Fee: \$45 per unit for VDR
Fee: \$90 per unit for MVD
Check # _____
Money Order # _____

Check payable to:
The City of New Brunswick

APPROVED ON

By _____

DENIED ON

By _____

VACANCY DECONTROL APPLICATION

Property Owner: _____ Date: _____

Authorized Party: _____

Person Completing Form: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____ Email: _____

Vacating Unit Information:

Property Address: _____ Unit # _____

Vacating Tenant's Base Rent: \$ _____ / month

Number of Years Unit Has Been Offered as a Rental Unit:

Check One: Less than 2 years 2-5 years More than 5 years

New Tenant Lease Start Date: _____

Vacancy Adjustment Request Fee: \$45 per unit for VDR

Complete this section only if you seek a CPI + 4% for a Vacancy Adjustment

Date of Most Recent Vacancy Adjustment (CPI + 4%) Increase: _____

Base Rent Increase % (CPI): _____ 2.5% for 2021 only

+ Adjustment Factor: _____ 4.0%

= Vacancy Adjustment Increase (VAI) %: _____ 6.5%

Base Rent (from above section) \$ _____

Allowable Increase = Base Rent x VAI \$ _____

New Adjusted Rent Maximum = Base Rent + Allowable Increase
\$ _____ /monthly rent.

**APPLICATION
MUST BE
RECEIVED WITHIN
30 DAYS OF NEW
TENANCY LEASE
DATE**

Market Vacancy Decontrol Request: Fee: \$90 per unit for MVD

Complete this section only if you seek a Market Decontrol

Date of Most Recent Market Decontrol, if any: _____

Annual Rent for Previous Year (monthly rent x 12) = \$ _____

15% of Annual Rent (minimum investment amount) = \$ _____

Actual Investment in Improvements to THIS unit in the
past 60 months = \$ _____

➤ NEW MARKET RENT FOR THIS UNIT = \$ _____

**ATTACH
REQUIRED
RECEIPTS FOR
UNIT
IMPROVEMENTS**

***** APPLICATIONS SUBMITTED 60 DAYS PRIOR TO RE-RENTING WILL BE PROCESSED
WITHIN 30 DAYS OF NEW LEASE START DATE *****

Voluntary Vacancy Certification

I, _____, hereby certify that I am the owner/landlord of the rental property located at _____ in New Brunswick, and that the unit at said property was voluntarily vacated as indicated below. I have not committed nor caused said vacancy by harassment, intimidation or other similar action to a tenant with the intent to have a tenant vacate the rental unit; any reduction by the landlord in services which causes the tenant to vacate the premises; any vacation of the premises which is coerced; or any failure to file certifications and/or affidavits when required by the City of New Brunswick Rent Control Ordinance for the purpose of obtaining a vacancy decontrol, unless excused for good cause, provided, however, that this provision shall not limit a landlord or his agent from any act specifically authorized under the laws of the State of New Jersey.

Vacancy was accomplished by a legal process of law identified by

Court Docket Number _____ Date of Hearing _____

Vacancy was accomplished by willful abandonment by former tenant

Vacancy was accomplished by the tenant upon termination of a written lease or other periodic tenancy

The foregoing statements are made by the undersigned under oath and with full knowledge that if any of the same is a willful misstatement of fact, the penalties provided by law for perjury shall apply.

Owner/Landlord

Sworn to and Subscribed before me this _____ day of _____, 20____

NOTARY PUBLIC



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Notice to the New Tenant for a Vacancy Decontrol Application

Date: _____

Dear: _____
(Tenant's Name)

**Original notarized statement must be submitted with your application. You may use this copied form to put your new tenant on notice.*

This letter is to serve notice that I, _____
(Landlord/Owner)

Have made an application ...

(Check one)

<input type="checkbox"/>	Market Vacancy Decontrol
<input type="checkbox"/>	Vacancy Adjustment

... to the New Brunswick Office of Rent Control for the unit/apt. below:

_____	_____	\$ _____
(Property Address)	(Unit/Apt. #)	(Monthly Rent)

This notice shall be attached to your signed lease with a lease start date of _____
(Date)

Thank you,

(Signature of Landlord/Owner)

I have hereby notified the above tenant that I have applied for a vacancy decontrol request at the above address, and have attached a copy of this Notice to the Tenant's Lease.

Owner/Landlord signature

Sworn to and Subscribed before me this _____ day
of _____, 20__

NOTARY PUBLIC

LANDLORD USE ONLY