

Rental Property Registration Application



Year _____

Borough of Highlands
171 Bay Avenue
Highlands, N.J. 07732
732-872-1224 Ext. 215
Fax - 732-872-0670

Fee

Year 1 \$250.00 + \$75.00 per rental unit
Year 2 \$50.00 per rental unit
Year 3 \$25.00 per rental unit
Year 4 \$25.00 per rental unit

Do not combine this fee with other borough fees.
Please pay with separate check or cash.

The following information is required by Borough of Highlands Ordinance #O-03-15 for registration of a building used for rental.

INCOMPLETE, ILLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED
PLEASE PRINT – USE BALL POINT PEN

THIS FORM IS REQUIRED TO BE COMPLETED ONCE A YEAR Registration Date: _____

FOR OFFICE USE ONLY

Registration Fee Amount: \$ _____
Cash _____ Check No. _____
Copy Provided Code Enforcement Officer: _____
Landlord Reg Officer: _____
Registration No. _____
Registration Year: _____
State No. _____
Date: _____

PROPERTY INFORMATION

Block: _____ Lot: _____ Property Address: _____
Total number of rental units on property: _____ No. Of bedrooms: _____
Have there been any summon's against this property in the past year? Yes No

OWNERS INFORMATION

Name: _____
Address: _____
Phone Number: _____ Cell Phone: _____

EMERGENCY CONTACT

Must be a Resident of Monmouth County, who can receive Notices from Tenants & Borough
Name: _____
Address: _____
Phone Number: _____ Cell Phone: _____

MANAGING AGENT INFORMATION

Name: _____
Address: _____
Phone Number: _____ Cell Phone: _____

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HEATING

Is Fuel Oil used for heating? Yes No Grade of Fuel: _____
If Yes – Name of Fuel Oil Provider: _____
Address: _____
Phone Number: _____ Location of tank: _____

MORTGAGE HOLDER INFORMATION

Name: _____
Address: _____
Contact Person: _____ Phone Number: _____

FLOOR PLAN

Has a Floor Plan been submitted to and approved by the Borough of Highlands Code Enforcement Officer? Yes No

TENANT INFORMATION FOR EACH UNIT

Unit: _____ (If more than one unit please provide the Tenant Information on a copy of this form, to be attached.)

NAMES:	AGE:	GENDER:
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____

I certify that the above information is true and that all rental units have an active certificate of occupancy.

Owner: _____ Date: _____