

RENTAL REGISTRATION PACKET INSTRUCTIONS

\$25 LATE FEE WILL BE ASSESSED IF RECEIVED AFTER DUE DATE

The **Annual Rental Registration** fee of \$100 per unit is now due which includes the initial inspection and one reinspection, if necessary. Any additional inspections to a unit after the 2nd inspection by the Housing Inspectors during the year will be billed at \$50 per inspection. **Also, if at any time during the registration year you have a change of tenants, a move in inspection (at no charge) is required.**

Please be sure to return the bottom portion of your bill with the completed registration packet including: a) rental registration application; b) tenant information; c) all required documentation; and d) check or money order made payable to the City of Millville and return all to: **City of Millville Bureau of Inspections PO Box 609 Millville, NJ 08332.**

Please follow all instructions on the registration packet and return all necessary items. Registration packets that are not returned in their entirety will not be registered and returned to you for completion. And YES all tenant information needs to be completed each registration year. Should you have any questions or require additional information, please feel free to contact our office at (856) 825-7000 X7283.

RENTAL REGISTRATION APPLICATION

Property Address: _____

Block: _____ Lot: _____ # of Units _____ Total Fee: _____

Owner's Name: _____

Address: _____

City/State/Zip: _____

Phone # _____ Cell # _____ Fax # _____

Email: _____

IF NO OWNER OF RECORD LIVES IN CUMBERLAND COUNTY, THE OWNERSHIP ENTITY MUST DESIGNATE AN AGENT WITH AN IN-COUNTY RESIDENCE OR OFFICE WHO IS AUTHORIZED TO RECEIVE SERVICE AND ACT ON BEHALF OF THE OWNERSHIP ENTITY WITH RESPECT TO THE PROPERTY:

In-County Agent's Name: _____

Address: _____

City/State/Zip: _____

Phone # _____ Cell# _____

Email: _____

ATTACH THE FOLLOWING:

- Legible copy of driver's licenses for all individual owners, managing partner (s) of a partnership, president of a corporation, member of an LLC with management responsibilities, at least one trustee (with management responsibilities if applicable), or similar responsible party in other forms of ownership, and for the in-county agent.
- Legible copy of the corporate charter (certificate of formation), or registration for any LLC or corporation.
- Owners of multi-dwelling units must provide the City with a copy of their waste private hauling contract.

COMPLETE THE FOLLOWING:

Person signing below is the (please circle one): Owner Agent

I _____ (print name) hereby attest under penalty of perjury that the statements contained in this application are true to the best of my knowledge, that I will provide any change in information to the Bureau within 30 days, and that I am directed to include in each lease for a residential rental that the lease is subject to all provisions of City ordinances.

Signature of Owner/Agent: _____ Date: _____

TENANT INFORMATION

Please photocopy and complete this page for additional units being registered.

Block: _____ Lot: _____ Registration Year: _____ Date of Filing: _____

Property Address: _____

Owner's Name: _____

Company/LLC Name: _____

UNIT #:		FLOOR #:		# OF BEDROOMS	
ESTIMATED SQUARE FEET PER BEDROOM:					
BEDROOM 1:		BEDROOM 2:		BEDROOM 3:	BEDROOM 4:
NAME OF TENANT(S) ON LEASE:					
1.		4.			
2.		5.			
3.		6.			
NUMBER OF OCCUPANTS UNDER AGE 18:					

UNIT #:		FLOOR #:		# OF BEDROOMS	
ESTIMATED SQUARE FEET PER BEDROOM:					
BEDROOM 1:		BEDROOM 2:		BEDROOM 3:	BEDROOM 4:
NAME OF TENANT(S) ON LEASE:					
1.		4.			
2.		5.			
3.		6.			
NUMBER OF OCCUPANTS UNDER AGE 18:					

UNIT #:		FLOOR #:		# OF BEDROOMS	
ESTIMATED SQUARE FEET PER BEDROOM:					
BEDROOM 1:		BEDROOM 2:		BEDROOM 3:	BEDROOM 4:
NAME OF TENANT(S) ON LEASE:					
1.		4.			
2.		5.			
3.		6.			
NUMBER OF OCCUPANTS UNDER AGE 18:					