



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 due annually, which includes the initial inspection and one reinspection, if necessary. **Any additional inspections to a unit after the 2nd inspection, during the registration year, will be billed at \$50 per inspection.**

If at any time during the registration year you have a change of tenant, a move in inspection is required prior to moving in, at no charge. Please contact the office if the rental property becomes inactive or is sold.

Please be sure to return the completed registration packet including:

1. Rental Registration application within County Agent information, if applicable
2. Tenant Information
3. All required documentation, including a copy of Photo ID
4. Check or Money Order made payable to: **City of Millville**
5. You may also pay your invoice Online at: <https://www.millvillenj.gov>

And return all to:

**City of Millville Bureau of Inspections
12 South High Street
PO Box 609
Millville, NJ 08332**

Registration packets that are not returned in their entirety will not be registered and will be returned to you for completion.

YES, ALL the information needs to be completed each registration year.

We have also included the Inspection List on our website for you to reference.

Should you have any questions or require additional information, please feel free to contact our office at (856) 825-7000 Ext. 7283 or email Christina.Langley@millvillenj.gov.



RENTAL REGISTRATION APPLICATION

REGISTRATION YEAR _____ CHANGES FROM PRIOR YEAR YES / NO

PROPERTY ADDRESS _____

BLOCK _____ LOT _____ # OF UNITS _____ FEE \$ _____

YEAR BUILT _____ WELL OR CITY WATER (CIRCLE ONE)

OWNER INFORMATION

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE # _____

EMAIL _____

How would you like us to contact you about Rental Inspections _____

PROPERTY MAINTENANCE or IN COUNTY AGENT (Circle One)

Property Maintenance: A natural person who resides within the county to receive the Invoice and Notice of Violation also to correct any violations. This natural person or agent shall be named in the application when it is filed.

In County Agent: If the owner does not reside in Cumberland County, the owner shall designate an agent with a residence or office in the county to act on his or her behalf.

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE # _____

EMAIL _____

ATTACH THE FOLLOWING:

- _____ Legible Copy of Photo ID for All Owners
- _____ Legible Copy of Certificate of Formation or Registration of LLC or Corporation
- _____ Proof of Private Waste Hauling for Multi-Dwelling Properties

I, _____, 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 the I am directed to include in each lease for a Residential Rental that the lease is subject to all provisions of City Ordinances.

SIGNATURE _____ OWNER/AGENT (Circle One) DATE _____



TENANT INFORMATION

REGISTRATION YEAR _____ CHANGES FROM PRIOR YEAR YES / NO

PROPERTY ADDRESS _____

BLOCK _____ LOT _____

UNIT # _____ # OF BEDROOMS _____ MOVE IN DATE _____

TENANTS ON LEASE (ONE PER LINE)

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

OF OCCUPANTS UNDER 18 YEARS OF AGE _____

TENANTS ON LEASE (ONE PER LINE)

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

OF OCCUPANTS UNDER 18 YEARS OF AGE _____

TENANTS ON LEASE (ONE PER LINE)

- 1 _____
- 2 _____
- 3 _____
- 4 _____
- 5 _____

OF OCCUPANTS UNDER 18 YEARS OF AGE _____

MAKE COPIES OF THIS PAGE TO ADD MORE UNITS

BELOW FOR OFFICE USE ONLY

Registration Date	Received by
Amount Paid	Check Number