

## NEW FOR 2024

Dear Landlord:

The State of New Jersey initiated two new pieces of legislation related to residential rental properties.

1. Property owners must now provide proof of liability insurance (P.L. 2022, Chapter 92). If your rental property has one or more rental units, you must maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence. For a rental property which is an owner-occupied two-family, three-family or four-family home, these are subject to a lower \$300,000 coverage minimum.
2. Provide proof of a completed and 'passed' Lead Based Paint Hazard Inspection Certification for all units built prior to 1978 (P.L. 2021, Chapter 182). Applies to all rental single-family, two-family, and multiple dwelling units, with the exemption of the following:

Dwelling units that were constructed during, or after, 1978.

Dwelling units that have been certified to be free of lead-based paint pursuant to N.J.A.C. 5:17.

Multiple rental dwelling units that have been registered with the Department of Community Affairs for at least 10 years and have no outstanding lead violations from the most recent cyclical inspection performed on the multiple dwelling under the Hotel and Multiple Dwelling Law, N.J.S.A. 55:13A-1 et seq.

Beginning with the 2024 Stratford Landlord Registration, you must comply with the two noted State requirements.

Please copy the declaration page of your most recent annual insurance declaration page to show the proper coverages.

Contact a NJ Certified Lead Based Paint Hazard Inspection vendor to conduct an inspection of your rental dwelling(s). Based on the property and the company, you may be able to obtain a lifetime lead free certification, otherwise one which may be renewed more frequently will be offered. After you have obtained the certification, a copy is required to be presented to our office.

If you have a property covered by the NJ Department of Community Affairs inspection, which occurs every five years, please submit a copy of your latest NJDCA certificate, which will be permitted in place of the required Lead Based Paint Hazard Inspection.

Any questions you may have please contact the Borough Hall, 856-783-0600.

**BOROUGH OF STRATFORD  
ANNUAL RENTAL REGISTRATION  
JANUARY 1, 2024 – DECEMBER 31, 2024**

**YOU MAY NOT RENT THE PROPERTY WITHOUT PAYMENT OF LICENSE FEE AND  
REGISTRATION OF RENTAL UNITS  
ALL MUNICIPAL TAXES AND SEWER ARE TO BE PAID CURRENT**

License Fee: <u>Annual</u>		Filed with the Borough Clerk
1 - 4 residential property	\$50.00	307 Union Avenue
5 & over unit property	\$400.00	Stratford, NJ 08084

Checks made out to the "Borough of Stratford"

**Registration and fees must be received no later than March 31<sup>st</sup> each year.**

Name and address of all record owners including general partners (partnership); all members (limited liability company); all shareholders (corporation).

RECORD OWNER IS NOT A CORPORATION \_\_\_\_\_

OWNER(S) OF RENTAL PROPERTY: \_\_\_\_\_

(as listed on Deed)

ADDRESS OF OWNER: \_\_\_\_\_

ADDRESS OF RENTAL PROPERTY: \_\_\_\_\_

Stratford, NJ 08084

Home Phone # \_\_\_\_\_ (cell) \_\_\_\_\_ (e-mail) \_\_\_\_\_

Name and address of person in Camden County who is authorized to accept notices from a tenant or a municipality, to issue receipts for these notices and to accept service of process on behalf of the record owner.

NAME OF PERSON AUTHORIZED (if other than Landlord or if Landlord lives outside of Camden County)  
IN CAMDEN COUNTY: \_\_\_\_\_

ADDRESS OF AUTHORIZED PERSON: \_\_\_\_\_

Phone #: \_\_\_\_\_ (CELL #) \_\_\_\_\_

Name and address of managing agent, and if applicable, name and address and telephone number of the superintendent, janitor, custodian or other person employed to provide regular maintenance services, and the name, address, and telephone number of any individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building or unit, including the making of repairs.

NAME OF MANAGING AGENT: \_\_\_\_\_

ADDRESS OF AGENT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMERGENCY CONTACT NAME: \_\_\_\_\_

ADDRESS OF EMERGENCY CONTACT: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

THERE IS NO MANAGING AGENT\_

**BOROUGH OF STRATFORD**  
**ANNUAL RENTAL REGISTRATION cont'd.**

The number of occupants per rental unit must be listed, including number of adults and number of school age and non-school age children.

# OF ADULT      # OF SCHOOL AGE CHILDREN      # OF NON-SCHOOL AGE CHILDREN  
\_\_\_\_\_

PETS: Type -- Cat/Dog \_\_\_\_\_ NAME: \_\_\_\_\_ BREED: \_\_\_\_\_ HOW MANY \_\_\_\_\_

Are Owner of Record and tenants related to each other as Father, Mother, Mother-in-law, Father-in-law, or child of owner?  
\_\_\_\_\_ If yes, please show proof by copy of birth certificate, marriage certificate, etc. NOTE: Any dwelling unit with such relatives will NOT be considered a Rental unit.

Name and address of all recorded mortgages on the property.

MORTGAGE COMPANY: \_\_\_\_\_

MORTGAGE CO. ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

If fuel oil is being used to heat the unit(s) and landlord furnishes heat, the name and address of the fuel oil dealer servicing the unit and the grade of oil used.

FUEL OIL DEALER: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

ADDRESS OF DEALER: \_\_\_\_\_  
\_\_\_\_\_

GRADE OF OIL: \_\_\_\_\_

THE BUILDING IS NOT HEATED BY FUEL OIL.

**Floor plan of the unit, which shall depict the number, dimensions and location of each room in the unit. No space shall be used for sleeping purposes which has not been designated as a sleeping area on the sketch provided by the owner and approved by the construction official or code enforcement official.**

**Please attach the floor plan with approximate dimensions to this application.**

WHEN A TENANT CHANGES, A NEW REGISTRATION FORM MUST BE FILED WITHIN 20 DAYS OF THE CHANGE. AN UPDATED RENTAL REGISTRATION IS REQUIRED WITH EACH CHANGE OF TENANT. THIS WOULD INCLUDE AN ADDITION OR DELETION OF ANY PERSON ON THE ANNUAL REGISTRATION FORM. NO FEE IS REQUIRED FOR THIS CHANGE.

AN INSPECTION WILL BE CONDUCTED ONCE EVERY THREE (3) YEARS, UNLESS THE FACILITY IS INSPECTED BY THE NJDCA WHEREBY SUCH SATISFACTORY AGENCY INSPECTION REPORT WILL BE ACCEPTABLE. IF THERE IS A CHANGE OF TENANT AND THE RENTAL UNIT WAS INSPECTED WITHIN THE LAST TWELVE (12) MONTHS, NO NEW INSPECTION IS REQUIRED; OTHERWISE AN INSPECTION IS REQUIRED AT THE CHANGE OF TENANCY PRIOR TO OCCUPANCY.

**BOROUGH OF STRATFORD  
ANNUAL RENTAL REGISTRATION cont'd.**

The inspection is free and included as part of your annual fee. If a re-inspection is required the first one is free. All further re-inspections are \$35.00 each. After an agreeable appointment is set and the inspector arrives and no one is present to allow access to the rental dwelling a "no-show" will result in a \$35.00 fee. Any fee not paid within 30 days will result in a \$20.00 late fee.

In every lease for each unit, the landlord shall include the following:

1. A statement setting forth the maximum number of residents permitted in the unit and the location of designated and permitted sleeping areas.
2. A provision that the tenant agrees to reasonable inspections of the demised premises at the direction of the borough officials upon reasonable notice to tenant. Notice shall be given to landlord at the same time as notice to tenant.

Remember to attach any additional sheets of information, as well as the fee as noted on page one.

NAME OF PERSON FILING (print): \_\_\_\_\_

SIGNATURE OF PERSON FILING: \_\_\_\_\_

DATE OF FILING: \_\_\_\_\_

---

---

**OFFICE**

DATE RECEIVED: \_\_\_\_\_

IF RETURNED TO PERSON FILING: REASON(S): \_\_\_\_\_

DATE RETURNED: \_\_\_\_\_

DATE RECEIVED BACK: \_\_\_\_\_

COMMENTS OR TO BE RETURNED AGAIN: \_\_\_\_\_

DATE REGISTRATION APPROVED/ACKNOWLEDGED: \_\_\_\_\_

DATE LICENSE ISSUED: \_\_\_\_\_

LICENSE # \_\_\_\_\_