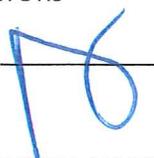




BOROUGH OF FREEHOLD

MEMORANDUM

TO: FREEHOLD BOROUGH RENTAL PROPERTY OWNERS/ OPERATORS
FROM: MATTHEW YOUNG, SUPERVISOR OF CODE ENFORCEMENT 
DATE: MAY 2020
RE: ANNUAL LANDLORD REGISTRATION, INSPECTION AND OPERATOR RENEWAL NOTICE

Under Freehold Borough Ordinance 5.92.020, all rental properties and operators must be registered on an annual basis. The registration year runs from July 1st to June 30th.

Rental Property is defined as any structure or building which contains one or more individual residential dwelling units, other than owner-occupied dwelling units.

At the option of the operator, the total fees may be paid in semi-annual increments (one-half on July 1st and one-half on January 1st). Payments not received within 15 days of the due dates will be deemed in default and shall constitute a violation of this Ordinance. If you choose to make semi-annual increments, **YOU WILL NOT RECEIVE A SECOND BILL** in January. This is the only bill you will receive for the registration year.

The registration statement and floor plan document can be found on the Borough's website at www.Freeholdboroughnj.gov. Please download and complete these forms and mail them in with payment to the Code Enforcement Office at the address provide below. Forms which are incomplete or missing the required payment will not be accepted and returned to the owner/operator. Please remember forms and payment must be received by the due date to avoid a penalty.

Systematic inspections of all rental properties will occur on a three year cycle. The exception to this is if your property received a new Certificate of Continued Occupancy within the last year. If your property is subject to the systematic inspection, the code office will provide notice to the rental property owner/operator of the date and time the property will be inspected. If the provided date cannot accommodate the inspector to perform that inspection, it is the responsibility of the owner/operator to make alternate arrangements with the Code Enforcement Office. Failure to allow the inspector to perform the inspection for any reason is a violation of Borough Ordinance and subject to penalty. The fee for systematic inspections is \$100 per rental property and will be billed separately after the initial inspection occurs.

Any questions regarding this notice, the rental property ordinance/procedures or inspections, please do not hesitate to contact the Code Enforcement Office at 732-462-4903. Your anticipated cooperation is greatly appreciated.

Thank You

FREEHOLD BOROUGH RENTAL PROPERTY REGISTERED OPERATOR APPLICATION

RENTAL PROPERTY INFORMATION:

Block _____ Lot _____ Street Address: _____

Building No. if applicable _____ Unit: _____

RECORD OWNER INFORMATION: List all record owners. If LLC, partnership, or corporation, list all owners/members/partners/shareholders with at least 10% interest.

First & last name: _____
Email address: _____
Address: _____
Phone: _____ Cell Phone: _____

First & last name: _____
Email address: _____
Address: _____
Phone: _____ Cell Phone: _____

First & last name: _____
Email address: _____
Address: _____
Phone: _____ Cell Phone: _____

First & last name: _____
Email address: _____
Address: _____
Phone: _____ Cell Phone: _____

RENTAL PROPERTY OWNER: If LLC, partnership, or corporation, list all owners/members/partners/shareholders with at least 10% interest.

First & last name: _____
Email address: _____
Address: _____
Phone: _____ Cell phone: _____

Agent residing in Monmouth County authorized to accept service of process and notices on behalf of owner/operator, issue receipts for such service and notice, and who can serve as representative of the owner/operator who may be reached or contacted at any time in the event of an emergency, and who can make decisions concerning the property, including repairs:

First & last name: _____
Email address: _____
Address: _____
Phone: _____ Cell Phone: _____

The Owner/Operator hereby certifies that the rental property is current with all municipal taxes & utility charges, and that the exterior and interior of the rental property complies with all applicable Building Codes, including smoke, fire alarms & carbon monoxide detectors, and there are no current pending violations of the applicable Building Codes for the rental property.

Print Name.

FREEHOLD BOROUGH RENTAL PROPERTY REGISTRATION STATEMENT

RENTAL PROPERTY INFORMATION:

BLOCK NUMBER	LOT NUMBER	STREET NO.	STREET NAME

BUILDING NO. IF APPLICABLE	TOTAL NO. OF UNITS PER BLDG.

HEATING SOURCE: NATURAL GAS ELECTRIC PROPANE FUEL OIL
 If fuel oil is used, please provide below the name and address of the fuel oil dealer servicing the unit and the grade of fuel oil used:

Fuel Oil Dealer	Grade of Oil

OWNER INFORMATION: Please list below the name and address of all record owners of the rental property, building, or of the rental business including all general partners in the case of a Partnership, and all members in the case of a Limited Liability Company, and all shareholders of a Corporation.

OWNERS FIRST NAME:		
OWNER'S LAST NAME:		
OWNERS: MAILING ADDRESS:		
STREET ADDRESS:		
CITY:		
STATE:		ZIP CODE:
WORK PHONE:	CELL PHONE:	HOME PHONE:

CORPORATION/PARTNERSHIP NAME (IF APPLICABLE):

LIST ANY ADDITIONAL OWNERS & ADDRESSES (IF APPLICABLE):

LIST BELOW THE NAME & ADDRESS OF ALL HOLDERS OF RECORDED MORTGAGES ON PROPERTY:

Please provide below the name, address & telephone number of a person who resides in Monmouth County and is authorized to accept notices from a tenant or municipality, to issue receipts for those notes and to accept service of process on behalf of the record owner, and who can also serve as an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency with authority to make emergency decisions concerning the building or unit, including the making of repairs.

AUTHORIZED AGENT/EMERGENCY CONTACT NAME

AUTHORIZED AGENT/EMERGENCY CONTACT ADDRESS:
AUTHORIZED AGENT/EMERGENCY CONTACT PHONE (PROVIDE ALL NUMBERS WHEN HE CAN BE REACHED).

MANAGING AGENT INFORMATION: If applicable, please provide below the name, address and phone number of the managing agent, and if applicable, the name, address and phone number of the Superintendent, Janitor, Custodian or other persons employed to provide regular maintenance services:

MANAGING AGENT COMPANY NAME OR FIRST NAME:
LAST NAME:

MANAGING AGENT ADDRESS:	

MANAGING AGENT WORK PHONE	MANAGING AGENT CELL PHONE	MANAGING AGENT FAX NO.

NAME OF SUPERINTENDENT/CUSTODIAN/JANITOR, ETC.:
ADDRESS OF SUPERINTENDENT/CUSTODIAN/JANITOR, ETC.:
PHONE NO. OF SUPEROERINTENDENT/CUSTODIAN/JANITOR. PROVIDE ALL NUMBERS WHERE HE CAN BE REACHED:

FLOOR PLAN SECTION:

FOR EACH UNIT: Please provide below a floor plan of each 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 so designated as a sleeping area on the sketch provided by the owner and approved by the Construction Official/Local Enforcing Agency which shall be on file with the Construction Official/Local Enforcing Agency. Attach additional sheets if necessary.

TENANT INFORMATION SECTION:

FOR EACH RENTAL UNIT: You must provide the name, age, and gender of each and every tenant in each unit, including children. The information contained in the Rental Property Registration Statement must include ALL TENANTS IN EACH UNIT. Attach additional sheets if necessary:

BLOCK NO.	LOT NO.	STREET NO.	STREET NAME
APT/UNIT #	BLDG. #	NO. BEDROOMS	NO. OF TENANTS
LAST NAME:			
FIRST NAME:			

AGE:	GENDER:
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BLOCK NO.	LOT NO.	STREET NO.	STREET NAME
APT/UNIT #	BLDG. #	NO. BEDROOMS	NO. OF TENANTS
LAST NAME:			
FIRST NAME:			
AGE:			GENDER:

BLOCK NO.	LOT NO.	STREET NO.	STREET NAME
APT/UNIT #	BLDG. #	NO. BEDROOMS	NO. OF TENANTS
LAST NAME:			
FIRST NAME:			
AGE:			GENDER:

BLOCK NO.	LOT NO.	STREET NO.	STREET NAME
APT/UNIT #	BLDG. #	NO. BEDROOMS	NO. OF TENANTS
LAST NAME:			
FIRST NAME:			
AGE:		GENDER:	

BLOCK NO.	LOT NO.	STREET NO.	STREET NAME
APT/UNIT #	BLDG. #	NO. BEDROOMS	NO. OF TENANTS
LAST NAME:			
FIRST NAME:			
AGE:		GENDER:	

BLOCK NO.	LOT NO.	STREET NO.	STREET NAME
APT/UNIT #	BLDG. #	NO. BEDROOMS	NO. OF TENANTS
LAST NAME:			
FIRST NAME:			
AGE:		GENDER:	