

New Jersey Department of Community Affairs  
Division of Codes and Standards  
Landlord-Tenant Information Service

**REGULATIONS FOR THE LANDLORD IDENTITY  
REGISTRATION FORM**

N.J.A.C. 5:29-1.1

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5:29-1.1 Applicability

- (a) Pursuant to N.J.S.A. 46:8-28 and 46:8-29, the form prescribed by this subchapter is required to be given by landlords to tenants in single unit dwellings and in two-unit dwellings that are not owner-occupied and to be filed in the office of the clerk of the municipality in which any such single unit dwelling or two-unit dwelling is situated.

**Pursuant to N.J. Senate Bill S-1368 signed into law in 2022, all owners of rental units are to maintain current liability insurance and must register ANNUALLY a copy of their current liability insurance with the Municipal Clerk's office. Therefore, you **MUST** include a copy of your current liability insurance certificate with this application. If a copy of your current liability insurance is not received, your Landlord Registration will be rejected which can affect your ability to receive a Certificate of Occupancy from our Building Department.**

- (b) Tenants in multiple dwellings are required to be given a copy of the certificate of registration filed with the Bureau of Housing Inspection in accordance with N.J.S.A. 55:13A-12, N.J.S.A. 46:8-28 and N.J.A.C. 5:10-1.11. (Contact the Bureau of Housing Inspection, P.O. Box 810, Trenton, New Jersey 08625 (609) 633-6240 for registration applications for buildings with three or more dwelling units)

THE ATTACHED FORM IS TO BE FILED WITH THE MUNICIPAL CLERK ALONG WITH A COPY OF YOUR CURRENT LIABILITY INSURANCE CERTIFICATE AND DISTRIBUTED TO TENANTS IN SINGLE UNIT DWELLINGS AND IN TWO UNIT DWELLINGS THAT ARE NOT OWNER-OCCUPIED. (DO NOT SEND THIS STATEMENT TO LANDLORD-TENANT INFORMATION SERVICE)

Similar forms may be obtained from private sources. You may obtain a copy of the form by faxing your request to (609) 292-2839 or by writing to:

New Jersey Department of Community Affairs  
Division of Codes and Standards  
Bureau of Homeowner Protection  
Landlord-Tenant Information Service  
P.O. Box 805  
Trenton, New Jersey 08625-0805

**LANDLORD IDENTITY REGISTRATION STATEMENT**  
**ONE AND TWO-UNIT DWELLING REGISTRATION FORM**

This non-owner occupied certificate of Registration for one or two unit dwellings is to be filed in the Municipal Clerk's Office along with a copy of your ***CURRENT LIABILITY INSURANCE CERTIFICATE*** and distributed to the tenants by owner. DO NOT LEAVE ANY SECTION BLANK. DO NOT WRITE "SEE ABOVE" – YOU MUST FILL OUT COMPLETELY.

(1) Property address:

\_\_\_\_\_

(2) Name, address & phone number of all record owners:

Name \_\_\_\_\_

Street \_\_\_\_\_

City & State \_\_\_\_\_

Phone Number \_\_\_\_\_

(3) If the record owner is a corporation, names and address of the registered agent and corporate officers:

Corporation Name \_\_\_\_\_

Officer/Agent Name \_\_\_\_\_

Street \_\_\_\_\_

City & State \_\_\_\_\_

Record owner is not a corporation

(4) Name, address and phone number of a person who is authorized to accept notices from a tenant and to issue receipts for those notices:

Name \_\_\_\_\_

Street \_\_\_\_\_

City & State \_\_\_\_\_

Phone Number \_\_\_\_\_

(5) The name, address and phone number of the managing agent. If no managing agent the name, address and phone number of the person who will be responsible for taking care of the dwelling:

Name \_\_\_\_\_

Street \_\_\_\_\_

City & State \_\_\_\_\_

Phone Number \_\_\_\_\_

