



Township of Maplewood
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PROPERTY MAINTENANCE DIVISION

RENTAL PROPERTY REGISTRATION INFORMATION AND FORM

MAPLEWOOD CODE CHAPTER 209 REQUIRES THAT ALL RESIDENTIAL RENTAL AND/OR MULTIPLE DWELLING UNITS IN MAPLEWOOD MUST BE REGISTERED EVERY YEAR.

THE YEARLY REGISTRATION FEE IS \$75.00 PER RESIDENTIAL UNIT

YOU ARE EXEMPT FROM PAYING THE FEE ONLY IF YOU ARE BOTH 62 OR OLDER AND RESIDE AT THE PROPERTY

ALL MULTIPLE DWELLINGS MUST BE REGISTERED EVEN IF THEY ARE FAMILY OCCUPIED

ALL UNITS MUST BE REGISTERED EVERY YEAR BY APRIL 1

APPLICATIONS RECEIVED AFTER APRIL 1 -- LATE FEE CHARGE IS \$30.00

FAILURE TO RETURN COMPLETED APPLICATION WILL RESULT IN A SUMMONS OR FINE

APPLICATIONS REQUIRE THE FOLLOWING INFORMATION. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. SECTIONS 1-5 MUST BE FILLED OUT COMPLETELY.

Section 1 **PROPERTY LOCATION**

Section 2 **OWNER NAME AND CONTACT INFORMATION – (You MUST include names, addresses, email addresses, and phone numbers of individual persons even if a partnership or corporation owns the property.)**

Section 3 **ALTERNATE/ EMERGENCY CONTACT INFORMATION (24 HR. ACCESSIBLE)**

Section 4 **MANAGING AGENT CONTACT INFORMATION (YOU MUST include the names, addresses, email addresses, and phone numbers of individual persons even if a Managing Agent is a partnership or Corporation.)**

Section 5 **ALL TENANT\ OCCUPANT NAMES (AGES ARE REQUIRED FOR CHILDREN 18 YEARS AND UNDER).**

TOWNSHIP OF MAPLEWOOD RENTAL PROPERTY REGISTRATION FORM
FOR CALENDAR YEAR(S) _____

Section 1

PROPERTY ADDRESS: _____

Section 2 **OWNER'S NAME:** _____

OWNER'S MAILING ADDRESS: _____

CITY _____ **STATE** _____ **ZIP CODE** _____

OWNER'S EMAIL ADDRESS: _____

CITY _____ **STATE** _____ **ZIP CODE** _____

OWNER'S PHONE: *Must be 24 Hour accessible* (_____) _____

IF THE OWNER IS A CORPORATION, PARTNERSHIP, LLC ETC., THE NAMES, ADDRESSES, & PHONE #'S OF THE PRINCIPALS MUST BE PROVIDED AS AN ATTACHMENT.

Section 3 **EMERGENCY /ALTERNATE CONTACTS:** *(Individual/Agent who has the authority to make decisions in case of emergency or responsible for making repairs)*

NAME: _____

ADDRESS: _____

PHONE NUMBER: *Must be 24 Hour accessible* (_____) _____

Section 4 **MANAGING AGENT'S NAME** _____

ADDRESS: _____

EMAIL ADDRESS: _____

CITY _____ **STATE** _____ **ZIP CODE** _____

EXEMPTIONS: *(FOR PAYMENT AND/OR INSPECTION) ALL UNITS ARE REQUIRED TO BE REGISTERED (Check all that apply) – (exemptions are still required to list occupant names on next page.)*

- ☐ *All units are owner occupied*
- ☐ *The property owner resides at the property and is at least 62 years old (must show proof of age)*

TOWNSHIP OF MAPLEWOOD PROPERTY REGISTRATION FORM

Section 5

TENANT/OCCUPANT LIST: THE INFORMATION MUST INCLUDE THE OWNER-OCCUPANT, IF THE OWNER LIVES AT THE PROPERTY, AND THE OCCUPANTS IN THE OWNER-OCCUPIED APARTMENT.

PROPERTY ADDRESS: _____

PROVIDE NAMES OF ALL TENANTS INCLUDING CHILDREN – (IF UNDER 18 -AGE IS REQUIRED)
(Use additional sheets of paper if needed)

UNIT/APT# _____ TENANTS NAME * _____

OCCUPANT NAME	UNDER 18 (Y OR N)	IF "Y" PROVIDE AGE

UNIT/APT# _____ TENANTS NAME * _____

OCCUPANT NAME	UNDER 18 (Y OR N)	IF "Y" PROVIDE AGE

UNIT/APT# _____ TENANTS NAME * _____

OCCUPANT NAME	UNDER 18 (Y OR N)	IF "Y" PROVIDE AGE

UNIT/APT# _____ TENANTS NAME * _____

OCCUPANT NAME	UNDER 18 (Y OR N)	IF "Y" PROVIDE AGE

* TENANTS NAME = NAME RECORDED ON LEASE

I CERTIFY THAT THE FOREGOING STATEMENTS MADE BY ME ARE TRUE. I AM AWARE THAT IF ANY OF THE FOREGOING STATEMENTS MADE BY ME ARE WILLFULLY FALSE I AM SUBJECT TO PUNISHMENT.

OWNER'S SIGNATURE _____ DATE _____

OWNER'S SIGNATURE _____ DATE _____

FOR OFFICE USE ONLY:

RECEIVED BY _____ DATE _____

FOR REGISTRATION YEAR (S) _____

AMOUNT PAID _____

LATE FEES _____

CHECK# _____

CASH _____