



WASHINGTON TOWNSHIP

MUNICIPAL OFFICES
43 SCHOOLEY'S MOUNTAIN ROAD
LONG VALLEY, NEW JERSEY 07853
(908) 876-3315 (908) 876-5138 (fax)
rentalproperty@wtmorris.net
WWW.WTMORRIS.ORG

FORM MUST BE RETURNED BY JULY 31 2024

Registration for Licensing Rental Property

(Office Use Only)

Application Date: _____ Unit Count: _____

Payment Amount: _____ Cash or Check: _____

Pursuant to Chapter 150 (Rental Property Registration) of the Township of Washington code effective June 17, 2024, the owner(s) of every rental property locate within the Township of Washington shall file a registration statement for each property and remit all fees applicable thereto on or before July 31 of each year. The Township shall issue a Certificate of Rental Property Registration for each property once application is received. The Certificate(s) shall be retained by the owner and posted in a conspicuous location within the structure(s). In addition the certificate of registration shall be presented as a prerequisite to registration of the property the following year. **All properties must be current on all property taxes and sewer utility payments at the time of registration.**

Please complete the section below. Only one form is required for each property.

Property Address: _____ Block: _____ Lot: _____

Business or Complex Name (if applicable): _____

Owners Full Name or Company Name: _____

Owners Address: _____ Phone #: _____

_____ Cell #: _____

_____ Email: _____

Managing Agent Name of Company (if applicable): _____

Address: _____ Phone #: _____

_____ Cell #: _____

_____ Email: _____

The name, address, phone # and email for every holder of the recorded mortgage of the premise:

Emergency Contact 1: Name: _____ Phone: _____
Address: _____ Email: _____
Emergency Contact 2: Name: _____ Phone: _____
Address: _____ Email: _____

Provide the names of the tenants who are on the lease agreement and authorized to reside at the home or apartment, including children over 2 years of age. Please list tenants by their apartment numbers: _____

Please identify type and quantity of all animals in each unit: _____

Supplementary Building Information

Number of apartments/units: _____ Number of years you have rented this property: _____

1. Type of property: Single Family _____ Two Family Duplex (side by side): _____
Two Family (up & down): _____ Multi-Family Dwelling: _____

2. Are you (the property owner) responsible to provide heat or other utilities?: Yes: _____
No: _____

Heat: _____ Hot Water: _____ Water: _____ Electric: _____

3. Fuel Oil Co. (If applicable): _____

4. Please provide a detailed floor plan on a separate page. Items required include:
Exterior/Interior door & windows, stairwell locations, room names, approximate dimensions,
bathroom locations.

5. Do you provide at least one (1) off-street parking space per unit? Yes: _____ No: _____

6. Who is responsible for property maintenance such as grass? Owner _____ Tenant(s) _____

7. Provide a copy of a valid lead safe or lead abatement certificate from either the Township
of Washington or Certificated lead paint abatement contractor through the State of NJ. (If you
need to schedule an inspection, please request one when submitting your application.

8. For multi-dwelling properties, please provide a copy of your valid certificate of
registration from the State of NJ Bureau of Housing.

Please be advised it shall be unlawful for any person to knowingly provide false information to
the Township when submitting a rental property registration as per TOW 150-7.

Owners Signature: _____ Date: _____

Application shall be submitted to the Clerk's Office

Fee Schedule

In accordance with Chapter 150-5 the following fee schedule applies for rental property statement applications. Applications must be submitted with fees in order to be processed. (Checks which are returned by the bank will require a \$25 returned check fee).

150-5 Fees.

A. Fee schedule.

Units	Fee
1 to 2	\$75 for 1st unit + \$25 for additional unit
3 to 5	\$100 for Units 1-3 + \$50 per unit for Units 4-5
6 to 9	\$150 for Units 1-6 + \$35 per unit for Units 7-9
10 to 24	\$200 for Units 1-10 + \$25 per unit for Units 11-24
25 to 49	\$300 for Units 1-25 + \$15 per unit for Units 26-49
50+	\$400 for Units 1-50 + \$10 per unit thereafter