



## 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.NET

**Form Must be submitted prior to July 31, 2025**

### **Renewal of Registration for Licensing Rental Property 2025**

(Office Use Only)

Application Date: \_\_\_\_\_ Unit Count: \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Cash or Check: \_\_\_\_\_

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Pursuant to Chapter 150 (Rental Property Registration) of the Township of Washington code effective June 17, 2024, the owner(s) of every rental property located 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:

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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: \_\_\_\_\_

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

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#### **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. Do you provide at least one (1) off-street parking space per unit? Yes: \_\_\_\_\_ No: \_\_\_\_\_
5. Who is responsible for property maintenance such as grass? Owner \_\_\_\_\_ Tenant(s) \_\_\_\_\_
6. 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