

RENTAL REGISTRATION PACKET INSTRUCTIONS

\$25 LATE FEE WILL BE ASSESSED IF RECEIVED AFTER DUE DATE

The Annual Rental Registration fee of \$100 per unit is due annually, which includes the initial inspection and one reinspection, if necessary. Any additional inspections to a unit after the 2nd inspection, during the registration year, will be billed at \$50 per inspection.

If at any time during the registration year you have a change of tenant, a move in inspection is required prior to moving in, at no charge.

Please contact the office if the rental property becomes inactive or is sold.

Please be sure to return the completed registration packet including:

- a) Rental Registration application with In County Agent information if applicable;
- b) Tenant Information;
- c) all required documentation, including a copy of photo ID and
- d) check or money order made payable to the City of Millville and return all to:
City of Millville Bureau of Inspections PO Box 609 Millville, NJ 08332.

**Registration packets that are not returned in their entirety will not be registered
And will be returned to you for completion.**

YES, ALL the information needs to be completed each registration year.

Should you have any questions or require additional information,
please feel free to contact our office at
(856) 825-7000 X7283 or email Wanda.Somerville@MillvilleNJ.Gov

RENTAL REGISTRATION APPLICATION

REGISTRATION YEAR: _____ CHANGES FROM PRIOR YEAR? YES/NO

PROPERTY ADDRESS: _____

BLOCK: _____ LOT: _____ #UNITS: _____ FEE: _____

YEAR BUILT: _____ WELL OR CITY WATER(CIRCLE ONE)

OWNER INFORMATION

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EMAIL: _____

PROPERTY MAINTENANCE or IN COUNTY AGENT (CIRCLE ONE):

Property Maintenance: a natural person or agent who resides within the county to receive the invoice and notice of violation also to correct any violations. This natural person or agent shall be named in the application when it is filed.

In County Agent: If the owner does not reside in Cumberland County, the owner shall designate an agent with a residence or office in the county to act on his or her behalf.

NAME: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

PHONE: _____

EMAIL: _____

ATTACH THE FOLLOWING:

____ LEGIBLE COPY OF PHOTO ID FOR ALL OWNERS

____ LEGIBLE COPY OF CERTIFICATE OF FORMATION OR REGISTRATION OF LLC OR CORPORATION

____ PROOF OF PRIVATE WASTE HAULING FOR MULTI-DWELLING PROPERTIES

I, _____, HEREBY ATTEST UNDER PENALTY OF PERJURY THAT THE STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE, THAT I WILL PROVIDE ANY CHANGE IN INFORMATION TO THE BUREAU WITHIN 30 DAYS AND THE I AM DIRECTED TO INCLUDE IN EACH LEASE FOR A RESIDENTIAL RENTAL THAT THE LEASE IS SUBJECT TO ALL PROVISIONS OF CITY ORDINACES.

SIGNATURE: _____ OWNER/AGENT(CIRCLE ONE) DATE: _____

TENANT INFORMATION

REGISTRATION YEAR: _____ CHANGES FROM PRIOR YEAR? YES/NO

PROPERTY ADDRESS: _____

BLOCK: _____ LOT: _____

>>UNIT#: _____ #BEDROOMS: _____ MOVE IN DATE: _____

TENANTS ON LEASE(ONE PER LINE):

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

#OCCUPANTS UNDER 18 YEARS OF AGE: _____

>>UNIT#: _____ #BEDROOMS: _____ MOVE IN DATE: _____

TENANTS ON LEASE(ONE PER LINE):

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

#OCCUPANTS UNDER 18 YEARS OF AGE: _____

>>UNIT#: _____ #BEDROOMS: _____ MOVE IN DATE: _____

TENANTS ON LEASE(ONE PER LINE):

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____

#OCCUPANTS UNDER 18 YEARS OF AGE: _____

>>>MAKE COPIES OF THIS PAGE TO ADD MORE UNITS<<<