



City of Burlington
 525 High Street, Burlington
 NJ 08016
 609-386-0200 Ext. 142 or 132
 inspections@burlingtonnj.us

Pursuant to N.J.S.A. 46:8-28

NOTE: This application must be completely answered, and fees paid. Failure to comply will render this application incomplete and not in compliance with the City Ordinance #195-30.

Rental Property Address: _____ Apartment# _____ Sleeping Rooms _____
 Owners of Record _____
 Home Address _____ City _____ State _____ Zip _____
 Email _____ Day Phone# _____ Night Phone# _____
 Record Owner is a corporation? _____ (Yes/No) Record Owner is a Partnership? _____ (Yes/No)

Registered Agent:
 Name: _____
 Address: _____ City _____ State _____
 Day Phone# _____ Night Phone# _____

Manager/Local Contact Information: If the owner is not a resident of Burlington County, NJ, please provide the information of an individual who is authorized to accept notices from tenants and to issue receipts therefor and to accept service of process on behalf of the record owner.

Name: _____ Email _____
 Address: _____ City: _____ State: _____ Zip: _____
 Day Phone _____ Night Phone# _____

Superintendent/Janitor/Custodian or Other: To provide regular maintenance service.

Name: _____ Email _____
 Address: _____ City: _____ State: _____ Zip: _____
 Day Phone# _____ Night Phone# _____

Owner's Emergency Representative: in absence of owner/agent, NOT IN SAME RESIDENTS AS OWNER or TENANT, in time of emergency that is authorized to make emergency decisions regarding this rental unit.

Emergency Contact Name: _____ Email _____
 Address: _____ City: _____ State: _____ Zip: _____
 Day Phone _____ Night Phone# _____

Mortgage Holder Information: List all company holders of recorded mortgages on this rental property.

Name: _____ Address: _____

Fuel Dealers

Name: _____ Address _____ Phone _____

Owner/Agent Certification: I hereby certify that all the above information is true to the best of my knowledge, and belief. I am aware that if the foregoing information is willfully false, that I am subject to penalties and criminal prosecution.

Owner/Agent Signature _____ **Date** _____

Note: Every person required to file a registration form pursuant to this article shall file an amended registration form within 20 days after any change in the information required to be included thereon. No fee shall be required for the filing of an amendment except where the ownership or tenancy of the premises changed. (Ordinance #195-32)

Annual renewal is \$50.00 per unit billed every calendar year by January 31st due within 30 days.