



TOWN OF NEWTON, 39 Trinity Street, Newton, New Jersey, 07860

LANDLORD CERTIFICATE OF REGISTRATION

Please Print or Type

Address of Premises: _____

Residential Rental Unit(s) Commercial Business

Number of Dwelling Units: _____ Name of Business: _____

Name, address and **EMAIL** of Record Owner or Corporate Officer(s): _____

Record owner is not a corporation.

Name & address of Registered Agent (if Owner is a Corporation): _____

Name & address of **Managing Agent or Rental Agent**, if any: _____

There is no managing agent

Name & address (including apartment number) of **superintendent, janitor, custodian**, or other individual employed to provide regular maintenance service, if any: _____

There is no superintendent, janitor, or custodian.

Name, address, **EMAIL**, and **CELL PHONE** of **all** authorized individuals to call upon in emergencies: _____

Is the dwelling heated by oil? Yes No Does Landlord furnish the heat in the building? Yes No

For Office Use Only:

Proof of Insurance Submitted Yes No

Lead-Based Paint Certification Yes No Expiration: _____

Initial: \$200.00 per unit **Renewal: \$100.00 per unit**

Payment Received: Amount _____ Check # _____ Cash Credit Date Received _____

Any multiple dwelling that has been registered with the Department of Community Affairs as a multiple dwelling for at least 10 years, either under the current or a previous owner and has no outstanding lead violations from the most recent cyclical inspection performed on the multiple dwelling under the Hotel and Multiple Dwelling Law, P.L. 1967, c. 76 does not need to submit a Lead-Based Paint inspection certificate.

Mayor
Helen R. Le Frois
Deputy Mayor
Matthew S. Dickson



Town Manager
Thomas S. Russo, Jr.
Town Clerk
Teresa A. Oswin

Council Members
John-Paul E. Couce
Sandra Lee Diglio
Michelle J. Teets

Telephone: (973) 383-3521
Facsimile: (973) 383-8961
39 Trinity Street
Newton, NJ 07860

LANDLORD REGISTRATION CHECK LIST

- Landlord Registration form (must be submitted each year)
- Certificate of Proof of Insurance (must be submitted each year)
- Lead-Safe or Lead-Free Certificate for properties built before 1978.
- Required Fee: \$200 per unit initial, \$100 per unit each year thereafter. Any landlords' registrations completed before January 1, 2023, are no longer valid.