

**RENTAL UNIT REGISTRATION FORM  
BASS RIVER TOWNSHIP, NEW JERSEY**

**Note: a separate registration form must be submitted for each rental unit**

**THIS REGISTRATION EXPIRE DECEMBER 31<sup>ST</sup> 20**

1. OWNER(S):  
NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_
2. AGENT (IF APPLICABLE)  
NAME: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
TELEPHONE NUMBER: \_\_\_\_\_
3. ADDRESS OF RENTAL UNIT(S): BLOCK \_\_\_\_\_ LOT \_\_\_\_\_  
STREET ADDRESS: \_\_\_\_\_
4. DATE FORM SUBMITTED TO TOWNSHIP CLERK: \_\_\_\_\_
5. WAS THIS UNIT (OR UNITS) REGISTERED DURING THE PREVIOUS YEAR? \_\_\_ YES \_\_\_ NO
6. NAME OF TENANT: \_\_\_\_\_  
DATE OF TENANT OCCUPIED UNIT: \_\_\_\_\_  
DATE OF TENANT'S LEASE EXPIRATION: \_\_\_\_\_
7. HAS TENANT CHANGED SINCE LAST REGISTRATION? \_\_\_ YES \_\_\_ NO
8. TYPE OF RENTAL UNIT:  
\_\_\_\_\_ HOUSE \_\_\_\_\_ APARTMENT \_\_\_\_\_ ROOM  
\_\_\_\_\_ NON-CONFORMING MOBILE HOME  
OTHER: \_\_\_\_\_
9. DO YOU HAVE A CERTIFICATE OF OCCUPANCY (CO) FOR THIS RENTAL UNIT THAT WAS  
OBTAINED WHILE THE PRESENT TENANT WAS OCCUPYING THE UNIT? \_\_\_ YES \_\_\_ NO

If you answer NO to this question, you must obtain a "certificate of occupancy" from the Building Inspector (609-294-9071). A new "certificate of occupancy" must be obtained each time a tenant changes.

10. TOTAL REGISTRATION FEE ATTACHED: \_\_\_\_\_ CHECK NO. \_\_\_\_\_

\_\_\_\_\_ INCLUDES ONLY THIS REGISTRATION FORM

\_\_\_\_\_ INCLUDES THIS FORM AND \_\_\_\_\_ ATTACHED FORMS

Fee: One Unit = \$50.00; each additional rental unit owned by the same owner(s) on the same property or different properties =\$25.00. An additional \$10.00 late fee is charged for each unit registered after March 31<sup>st</sup>.

Form may be mailed to:

Elizabeth Godfrey, Township Clerk, P.O. Box 307, New Gretna, NJ 08224

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**TO BE COMPLETED BY TOWNSHIP CLERK**

DATE RECEIVED: \_\_\_\_\_

CURRENT CO ON FILE WITH BUILDING INSPECTOR? \_\_\_\_ YES \_\_\_\_ NO

ARE TAXES PAID UP TO DATE? \_\_\_\_ YES \_\_\_\_ NO

ARE SEWER CHARGES PAID UP TO DATE? APPLIES TO OFFSHORE MANOR HOMES \_\_\_\_ YES \_\_\_\_ NO

DATE DEEMED COMPLETE: \_\_\_\_\_

SIGNED: \_\_\_\_\_  
TOWNSHIP CLERK