

BOROUGH OF ANDOVER
137 MAIN STREET · ANDOVER · NEW JERSEY · 07821

LANDLORD REGISTRATION CERTIFICATE
(N.J.S.A. 46:8-26 et seq.)

1. Block _____ Lot _____
ADDRESS OF PREMISE: _____
DESCRIPTION OF PREMISE (*circle one*): Single Family Mother/Daughter
 Mixed Use Apartments # of units _____

2. OWNER CONTACT INFORMATION (include all partners or corporate officers)
Name: _____
Address: _____
Cell #: _____
Email: _____

3. REGISTERED AGENT CONTACT INFORMATION (**MUST BE WITHIN SUSSEX COUNTY**)
Name: _____
Address: _____
Cell #: _____
Email: _____

4. MANAGER OF THE PREMISES CONTACT INFORMATION, IF ANY
Name: _____
Address: _____
Cell #: _____
Email: _____

5. MAINTENANCE PERSONNEL CONTACT INFORMATION, ANY
Name: _____
Address: _____
Cell #: _____
Email: _____

6. EMERGENCY CONTACT PERSON (*failure of essential services – decision on emergency repairs*)
Name: _____
Address: _____
Cell #: _____
Email: _____

7. CONTACT INFORMATION OF EVERY HOLDER OF A RECORDED MORTGAGE (*of premise*)
Name: _____
Address: _____
Cell #: _____
Email: _____

8. CONTACT INFORMATION OF FUEL OIL DEALER (*servicing premise and grade of fuel oil*)
Business Name: _____
Business Address : _____
Emergency Phone #: _____
Fuel Type and Grade: _____

Landlord Printed Name

Municipal Clerk

Landlord's Signature

Date Filed

- Landlord Registration is required for all rental premises or dwellings with not more than two rental units. Within 30 days of transfer of ownership the owner must file the appropriate registration with the Municipal Clerk.
- Dwellings with more than 2 units must go to the Bureau of Housing Inspection Division of the New Jersey State Department of Community Affairs.
- Form must to be submitted with original signatures to the Municipal Clerk's Office.
- All Lines of information must be completed – please attach any necessary additional information.