



# Borough of Red Bank

90 Monmouth Street, Red Bank, New Jersey 07701  
Phone (732) 530-2760

## Rental Unit Registration Form

(Ordinance #2002-37)

### Instructions for completing the Rental Unit Registration Form.

The Rental Unit Registration Form consists of the following pages:

**Form A, Page 1** – Individual Owners Registration.

Rental Units owned by a Corporation, Firm, Group, LLC, Association, Trust, Partnership or other may disregard this page and complete Form B, Page 1.

**Form B, Page 1** – Corporate Owner Registration.

Rental Units owned by Individuals may disregard this page and complete Form A, Page 1.

**Page**  - Additional Owners.

This page has been provided to list Additional Owners to Form A, Page 1 and / or Form B, Page 1. Please indicate the additional page number in the box provided. Additional page numbers should begin with the number "1". Additional pages may be requested from the Borough of Red Bank or copied on Legal (8 ½" x 14") paper.

**Page 2** – Agent Information, Monmouth County Contact and Maintenance Information  
This page to be completed for all properties.

**Page 3** – Emergency Contact and Heating Information  
This page to be completed for all properties.

**Page 4** – Mortgage Information  
This page to be completed for all properties.

**Page 5** – Rental Unit Information and Floorplan(s)  
This page to be completed for each floor of each rental unit (see 'Completing Page 5' below for further instructions) Additional pages may be requested from the Borough of Red Bank or copied on Legal (8 ½" x 14") paper.

**Page 6** – Tenant Information  
This page to be completed for each rental unit. Additional pages may be requested from the Borough of Red Bank or copied on Legal (8 ½" x 14") paper.

All sheets MUST include Property Information section. This section consists of Street Number, Street Name, Block, Lot and Condo Qualifier (If Known)\*

\* The Condo Qualifier is used to indicate individual Condominium or Townhouse Units. This can be obtained for Condominiums or Townhouses from the Borough of Red Bank.

\*\*\* Please contact Borough Hall at 732-530-2760 if any of these Pages are missing. \*\*\*







## Rental Unit Registration Additional Owners

Date Submitted

--	--	--	--	--	--

MMDDYY  
 (month) (day) (year)

(Copy this page as needed)

Check if this page is Not Applicable

**Property Information (Please Print)**

Street Number	Street Name			
Block	Lot	Condo Qualifier (if known)	Unit Num	Additional Property Information

**Owner Information (Please provide Name and Address of each Record Owner)**

<input type="checkbox"/>	Please indicate owner by entering number in box	
<b>Name of Owner ( ):</b>		
Company		
First Name	Last Name	
Telephone (Daytime)	Telephone (Evening)	Telephone (Additional)
Address - Must list Street Address. P.O.Box not acceptable		
Street Number	Street Name	
Town	State	Zip Code
<input type="checkbox"/>	Please indicate owner by entering number in box	
<b>Name of Owner ( ):</b>		
Company		
First Name	Last Name	
Telephone (Daytime)	Telephone (Evening)	Telephone (Additional)
Address - Must list Street Address. P.O.Box not acceptable		
Street Number	Street Name	
Town	State	Zip Code
<input type="checkbox"/>	Please indicate owner by entering number in box	
<b>Name of Owner ( ):</b>		
Company		
First Name	Last Name	
Telephone (Daytime)	Telephone (Evening)	Telephone (Additional)
Address - Must list Street Address. P.O.Box not acceptable		
Street Number	Street Name	
Town	State	Zip Code



## Rental Unit Registration Contact Information

Date Submitted

--	--	--	--	--	--

M M D D Y Y  
 (month) (day) (year)

**Property Information (Please Print on every sheet)**

Street Number	Street Name		
Block	Lot	Condo Qualifier (if known)	Unit Num

**Emergency Contact Information** - A person who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection therewith.

Company			
First Name	Last Name		
Telephone (Daytime)	Telephone (Evening)	Telephone (Additional/cell/pager)	
<b>Address</b>			
Street Number	Street Name		
Town	State	Zip Code	

**Monmouth County Contact (If Owner does not reside within Monmouth County)**

<b>Name</b>			
Company			
First Name	Last Name		
Daytime Telephone	Evening Telephone		
Street Number	Street Name		
Town	State	Zip Code	

**Agent Information**

<b>Daytime Contact Information</b>			
Company			
First Name	Last Name		
Street Number	Street Name		
Town	State	Zip Code	Telephone
<b>Evening Contact Information</b>			
Company			
First Name	Last Name		
Street Number	Street Name		
Town	State	Zip Code	Telephone

**Borough of Red Bank**  
90 Monmouth Street, Red Bank, New Jersey 07701  
Phone (732) 530-2760

3500571348

**Rental Unit Registration  
Maintenance and Heating  
Information**

Date Submitted

--	--	--	--	--	--	--	--

M M D D Y Y  
(month) (day) (year)

Property Information (Please Print on every sheet)

Street Number	Street Name		
Block	Lot	Condo Qualifier (if known)	Unit Num

Maintenance Information

<input type="checkbox"/> Superintendent	<input type="checkbox"/> Janitor	<input type="checkbox"/> Custodian	<input type="checkbox"/> Other (describe)		
<b>Daytime Maintenance Contact</b>					
Company					
First Name		Last Name			
Street Number		Street Name			
Town				State	Zip Code
Telephone (1)		Telephone (2)		Telephone (3)	
<b>Evening Maintenance Contact</b>					
Company					
First Name		Last Name			
Street Number		Street Name			
Town				State	Zip Code
Telephone (1)		Telephone (2)		Telephone (3)	

Heating Information

<b>Heating Type</b> (Check all that apply)						
<input type="checkbox"/> Fuel Gas	<input type="checkbox"/> Fuel Oil	<input type="checkbox"/> Tank	<input type="checkbox"/> Natural Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> UST (Underground Tank)	<input type="checkbox"/> AST (Aboveground Tank)
<input type="checkbox"/> Propane	<input type="checkbox"/> Other					
<b>Dealer Name</b>						
Company						
First Name		Last Name				
Street Number		Street Name				
Town				State	Zip Code	
Telephone (1)		Telephone (2)		Telephone (3)		





**Borough of Red Bank**  
 90 Monmouth Street, Red Bank, New Jersey 07701  
 Phone (732) 530-2760

7596371682

Office Use  
    
 ONLY

# Rental Unit Registration

## Unit Floor Plan

Date Submitted

<input type="text"/>							
M	M	D	D	Y	Y		

(month) (day) (year)

**\* THIS PAGE TO BE COMPLETED FOR EACH FLOOR OF RENTAL UNIT\* (ONE PAGE PER FLOOR LEVEL)**

Property Information (Please Print on every sheet)

Street Number	Street Name		
<input type="text"/>	<input type="text"/>		
Block	Lot	Condo Qualifier (if known)	Unit Num
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Rental Unit Information

Unit Number	Additional Description	
<input type="text"/>	<input type="text"/>	
Number of Sleeping Rooms	Number of Floors in unit	Floor that unit occupies
<input type="text"/>	<input type="text"/>	<input type="text"/>

**Unit Floorplan** - Use the space below to sketch the floorplan of this unit. Label all rooms. Include dimensions. Label all exits. Show locations of interior and exterior doorways. Indicate all egresses and windows.

Floorplan Level (1st Floor, 2nd Floor, Basement, Attic, etc.)

Rear of Unit

Check if Additional Floorplan Pages Attached

Front of Unit

I Certify that the information I have provided is true to the best of my knowledge.

Signature \_\_\_\_\_



## Rental Unit Registration Tenant Listing

Date Submitted

M	M	D	D	Y	Y

(month) (day) (year) \* THIS PAGE TO BE COMPLETED FOR EACH RENTAL UNIT\*

Property Information (Please Print on every sheet)

Street Number	Street Name		
Block	Lot	Condo Qualifier (if known)	Unit Num

Rental Unit Information

Unit Number	Number of Tenants

Tenant Information

<b>Tenant 1</b>			
First Name	Last Name	Age	<input type="checkbox"/> Male <input type="checkbox"/> Female
Telephone (Daytime)	Telephone (Evening)		
<b>Tenant 2</b>			
First Name	Last Name	Age	<input type="checkbox"/> Male <input type="checkbox"/> Female
Telephone (Daytime)	Telephone (Evening)		
<b>Tenant 3</b>			
First Name	Last Name	Age	<input type="checkbox"/> Male <input type="checkbox"/> Female
Telephone (Daytime)	Telephone (Evening)		
<b>Tenant 4</b>			
First Name	Last Name	Age	<input type="checkbox"/> Male <input type="checkbox"/> Female
Telephone (Daytime)	Telephone (Evening)		
<b>Tenant 5</b>			
First Name	Last Name	Age	<input type="checkbox"/> Male <input type="checkbox"/> Female
Telephone (Daytime)	Telephone (Evening)		
<b>Tenant 6</b>			
First Name	Last Name	Age	<input type="checkbox"/> Male <input type="checkbox"/> Female
Telephone (Daytime)	Telephone (Evening)		
<b>Tenant 7</b>			
First Name	Last Name	Age	<input type="checkbox"/> Male <input type="checkbox"/> Female
Telephone (Daytime)	Telephone (Evening)		
<b>Tenant 8</b>			
First Name	Last Name	Age	<input type="checkbox"/> Male <input type="checkbox"/> Female
Telephone (Daytime)	Telephone (Evening)		

I Certify that the information I have provided is true to the best of my knowledge.

Signature \_\_\_\_\_