



NORTH ARLINGTON

CONSTRUCTION DEPARTMENT

214 Ridge Road

Phone (201) 991-6060 X111

North Arlington, NJ 07031

Fax (201) 998-9284

Dear Multi-Family Property Owner:

The Borough of North Arlington would like to remind you of your responsibilities relating to rental property within the Borough as per NJ State Statues and Borough Ordinances. In that regard, we have enclosed the following documentation for your review:

1. EACH YEAR the landlord is required to have the fire alarm system inspected and tested by a NJ Licensed Electrician or certified Fire Alarm Company. A report indicating the results of said inspection/test must be forwarded to the Fire Official. These reports can be dropped off at our office or mailed to the Fire Official at 214 Ridge Road North Arlington NJ 07031.
2. Landlord Registration. Pursuant to New Jersey State Statute every Landlord is required to file a Certificate of Registration with the municipality where the property is located. If you have not done this, please contact our office, we will forward you a form.
3. A copy of the Code of the Borough of North Arlington, Chapter 285, "Rental Property" which outlines the rent control guidelines in effect, as well as illegal tenancies and property maintenance requirements is available online or a copy can be provided to you if you wish to review your responsibilities.
4. Please remember an Application for Certificate of Occupancy for Rental Unit is required EACH TIME you rent an apartment in your property. This includes an inspection by our Housing Inspector. The fee is \$75.00 per dwelling unit.
5. Monthly Change of Occupancy Report. This report is to be filed by any landlord affected by provisions of Article II of Chapter 285 on a monthly basis, but no later than the 15th of each month indicating changes in occupancy. This report is to be filed even if there have been no changes in occupancy.
6. A reminder that all tenants that are sixty-five (65) or older shall not exceed 2% of the rent charged during the preceding twelve (12) month period. All others shall not exceed 4% of the rent charged during the preceding twelve (12) month period. Copies of ordinances can be obtained on line or in our office.

The next page attached is for emergency information. We will forward this to our Fire and Property Maintenance Officer for emergency and correspondence as needed.

FAILURE TO COMPLY WILL RESULT IN SUMMONSES BEING ISSUED AND ANY OTHER LEGAL ACTION DEEMED NECESSARY FOR COMPLIANCE

Thank You

North Arlington Construction Department

EMERGENCY CONTACT INFORMATION

Address of Multifamily _____

Owner Information

Name _____

Mailing Address _____

Phone Number(s) _____

E-mail Address _____

State ID Number _____

Super or Contact for property if different from owner

Name _____

Address _____

Phone Number(s) _____

*** PLEASE RETURN IMMEDIATELY, BY E-MAIL, FAX OR MAIL ***

Email : icerchio@northarlington.org or cmore-villani@northarlington.org

Fax: 201-998-9284

Mail:

BUILDING DEPARTMENT

214 Ridge Road

North Arlington, NJ 07031