

Dear Homeowner:

The Rent Leveling & Stabilization Ordinance of the City of Hoboken (Chapter 155) requires that all residential property offered for rent (**with the exception of federally funded housing, certain new construction projects and commercial property**) must be registered annually in order to avoid court appearances and fines.

For your convenience, the reverse side of this letter is an official registration form. If you have not registered within the past twelve months, please complete and return this form to our office with a check or money order in the amount of \$25.00 per building and \$25.00 per condominium unit (if rented) made payable to the City of Hoboken. All property, whether owner occupied or not, with unit(s) offered for rent must be registered annually.

In addition, under Sec. 155-33 of the Rent Control Ordinance, all landlords must file a Vacancy Decontrol Certificate in order to be eligible for a 25% increase for a new tenant. Please call this office for further information and copies of the required Certificate of Vacancy Decontrol.

There is no fee for completely owner occupied buildings, “single family dwellings or owner occupied condominium units only.” However, in order to keep accurate records, we request that you fill out the registration form by indicating that your dwelling is completely owner occupied and return it to this office. The registration form will be placed in your property file for future reference.

Thank you for your cooperation and if you have any questions or need assistance, please feel free to contact this office at (201) 420-2396 or 2062.

Sincerely,

Suzanne Hetman, Div. Chief
Rent Leveling & Stabilization