

**THIS PAGE SHOULD BE KEPT SEPARATE FROM THE LEASE**

**VERIFICATION OF VERBAL WINDOW GUARD NOTIFICATION**

This will verify that the below window guard notification was provided verbally at the time of lease signing to the undersigned tenant by the owner, lessor, agent, or other person who manages or controls the unit (“owner/representative”) and that the tenant was made aware of his/her right to request installation of window guards and understands this notification.

**WINDOW GUARD NOTIFICATION:**

**THE OWNER (LANDLORD) IS REQUIRED BY LAW TO PROVIDE, INSTALL AND MAINTAIN WINDOW GUARDS IN THE APARTMENT IF A CHILD OR CHILDREN 10 YEARS OF AGE OR YOUNGER IS, OR WILL BE, LIVING IN THE APARTMENT OR IS, OR WILL BE, REGULARLY PRESENT THERE FOR A SUBSTANTIAL PERIOD OF TIME IF THE TENANT GIVES THE OWNER (LANDLORD) A WRITTEN REQUEST THAT THE WINDOW GUARDS BE INSTALLED. THE OWNER (LANDLORD) IS ALSO REQUIRED, UPON THE WRITTEN REQUEST OF THE TENANT, TO PROVIDE, INSTALL AND MAINTAIN WINDOW GUARDS IN THE HALLWAYS TO WHICH PERSONS IN THE TENANT'S UNIT HAVE ACCESS WITHOUT HAVING TO GO OUT OF THE BUILDING. IF THE BUILDING IS A CONDOMINIUM, COOPERATIVE OR MUTUAL HOUSING BUILDING, THE OWNER (LANDLORD) OF THE APARTMENT IS RESPONSIBLE FOR INSTALLING AND MAINTAINING WINDOW GUARDS IN THE APARTMENT AND THE ASSOCIATION IS RESPONSIBLE FOR INSTALLING AND MAINTAINING WINDOW GUARDS IN HALLWAY WINDOWS. WINDOW GUARDS ARE ONLY REQUIRED TO BE PROVIDED IN FIRST FLOOR WINDOWS WHERE THE WINDOW SILL IS MORE THAN SIX FEET ABOVE GRADE OR THERE ARE OTHER HAZARDOUS CONDITIONS THAT MAKE INSTALLATION OF WINDOW GUARDS NECESSARY TO PROTECT THE SAFETY OF CHILDREN.**

Dated: \_\_\_\_\_

Tenant (Signature)

Dated: \_\_\_\_\_

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Tenant (Print Name)

Dated: \_\_\_\_\_

Tenant (Signature)

Dated: \_\_\_\_\_

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Tenant (Print Name)

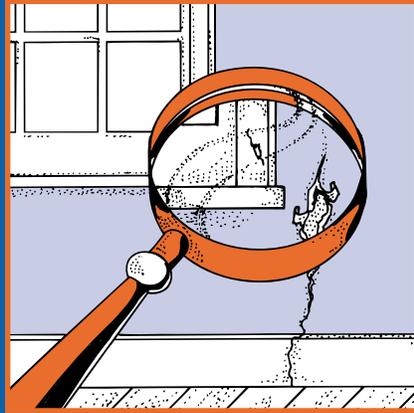
Dated: \_\_\_\_\_

Owner/Representative (Signature)

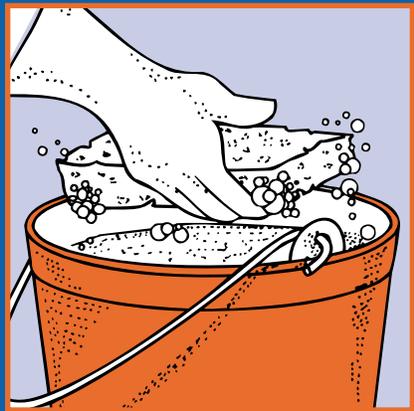
Dated: \_\_\_\_\_

Ranjit Dhaliwal

Owner/Representative (Print Name)



# Protect Your Family From Lead In Your Home



 **EPA** United States Environmental Protection Agency

 United States Consumer Product Safety Commission

 United States Department of Housing and Urban Development

U.S. EPA Washington DC 20460  
U.S. CPSC Washington DC 20207  
U.S. HUD Washington DC 20410

EPA747-K-99-001  
September 2001

## Are You Planning To Buy, Rent, or Renovate a Home Built Before 1978?

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**M**any houses and apartments built before 1978 have paint that contains high levels of lead (called lead-based paint). Lead from paint, chips, and dust can pose serious health hazards if not taken care of properly.

Federal law requires that individuals receive certain information before renting, buying, or renovating pre-1978 housing:



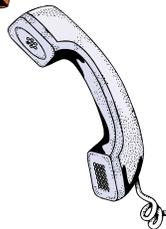
**LANDLORDS** have to disclose known information on lead-based paint and lead-based paint hazards before leases take effect. Leases must include a disclosure form about lead-based paint.



**SELLERS** have to disclose known information on lead-based paint and lead-based paint hazards before selling a house. Sales contracts must include a disclosure form about lead-based paint. Buyers have up to 10 days to check for lead.



**RENOVATORS** have to give you this pamphlet before starting work.



**IF YOU WANT MORE INFORMATION** on these requirements, call the National Lead Information Center at **1-800-424-LEAD (424-5323)**.

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# IMPORTANT!

## Lead From Paint, Dust, and Soil Can Be Dangerous If Not Managed Properly

- FACT:** Lead exposure can harm young children and babies even before they are born.
- FACT:** Even children who seem healthy can have high levels of lead in their bodies.
- FACT:** People can get lead in their bodies by breathing or swallowing lead dust, or by eating soil or paint chips containing lead.
- FACT:** People have many options for reducing lead hazards. In most cases, lead-based paint that is in good condition is not a hazard.
- FACT:** Removing lead-based paint improperly can increase the danger to your family.

If you think your home might have lead hazards, read this pamphlet to learn some simple steps to protect your family.

## Lead Gets in the Body in Many Ways

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**Childhood lead poisoning remains a major environmental health problem in the U.S.**

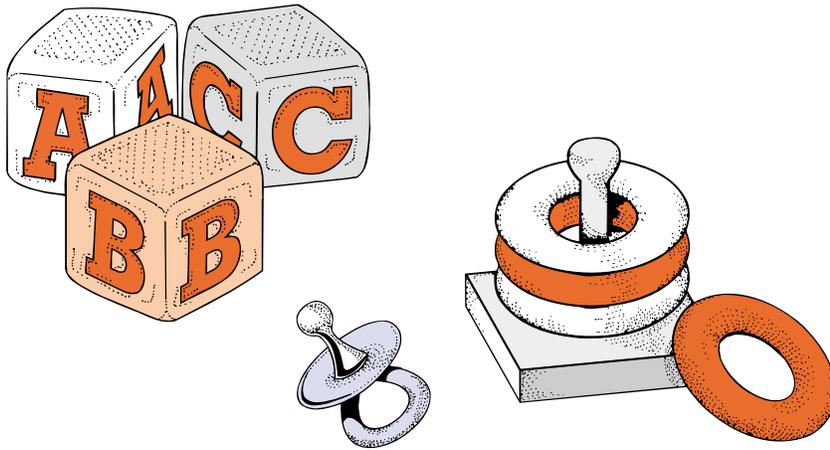
*Even children who appear healthy can have dangerous levels of lead in their bodies.*

### **People can get lead in their body if they:**

- ◆ Breathe in lead dust (especially during renovations that disturb painted surfaces).
- ◆ Put their hands or other objects covered with lead dust in their mouths.
- ◆ Eat paint chips or soil that contains lead.

### **Lead is even more dangerous to children than adults because:**

- ◆ Children's brains and nervous systems are more sensitive to the damaging effects of lead.
- ◆ Children's growing bodies absorb more lead.
- ◆ Babies and young children often put their hands and other objects in their mouths. These objects can have lead dust on them.



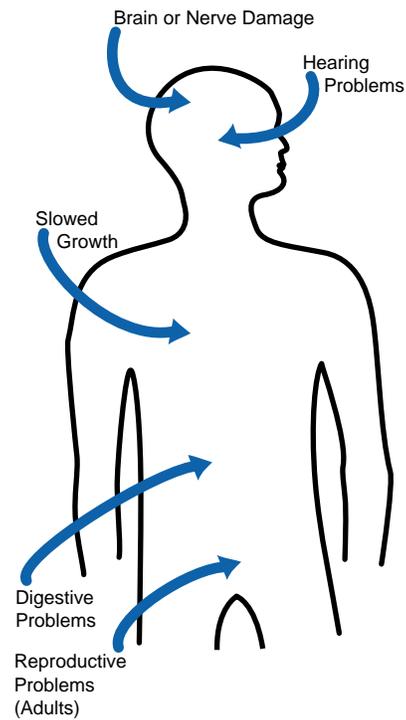
### Lead's Effects

If not detected early, children with high levels of lead in their bodies can suffer from:

- ◆ Damage to the brain and nervous system
- ◆ Behavior and learning problems (such as hyperactivity)
- ◆ Slowed growth
- ◆ Hearing problems
- ◆ Headaches

### Lead is also harmful to adults. Adults can suffer from:

- ◆ Difficulties during pregnancy
- ◆ Other reproductive problems (in both men and women)
- ◆ High blood pressure
- ◆ Digestive problems
- ◆ Nerve disorders
- ◆ Memory and concentration problems
- ◆ Muscle and joint pain



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**Lead affects  
the body in  
many ways.**

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## Where Lead-Based Paint Is Found

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**In general, the older your home, the more likely it has lead-based paint.**

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**Many homes built before 1978 have lead-based paint.** The federal government banned lead-based paint from housing in 1978. Some states stopped its use even earlier. Lead can be found:

- ◆ In homes in the city, country, or suburbs.
- ◆ In apartments, single-family homes, and both private and public housing.
- ◆ Inside *and* outside of the house.
- ◆ In soil around a home. (Soil can pick up lead from exterior paint or other sources such as past use of leaded gas in cars.)

## Checking Your Family for Lead

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**Get your children and home tested if you think your home has high levels of lead.**

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**To reduce your child's exposure to lead, get your child checked, have your home tested (especially if your home has paint in poor condition and was built before 1978), and fix any hazards you may have.**

Children's blood lead levels tend to increase rapidly from 6 to 12 months of age, and tend to peak at 18 to 24 months of age.

Consult your doctor for advice on testing your children. A simple blood test can detect high levels of lead. Blood tests are usually recommended for:

- ◆ Children at ages 1 and 2.
- ◆ Children or other family members who have been exposed to high levels of lead.
- ◆ Children who should be tested under your state or local health screening plan.

Your doctor can explain what the test results mean and if more testing will be needed.

## Identifying Lead Hazards

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**Lead-based paint** is usually not a hazard if it is in good condition, and it is not on an impact or friction surface, like a window. It is defined by the federal government as paint with lead levels greater than or equal to 1.0 milligram per square centimeter, or more than 0.5% by weight.

**Deteriorating lead-based paint (peeling, chipping, chalking, cracking or damaged)** is a hazard and needs immediate attention. It may also be a hazard when found on surfaces that children can chew or that get a lot of wear-and-tear, such as:

- ◆ Windows and window sills.
- ◆ Doors and door frames.
- ◆ Stairs, railings, banisters, and porches.

**Lead dust** can form when lead-based paint is dry scraped, dry sanded, or heated. Dust also forms when painted surfaces bump or rub together. Lead chips and dust can get on surfaces and objects that people touch. Settled lead dust can re-enter the air when people vacuum, sweep, or walk through it. The following two federal standards have been set for lead hazards in dust:

- ◆ 40 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) and higher for floors, including carpeted floors.
- ◆ 250  $\mu\text{g}/\text{ft}^2$  and higher for interior window sills.

**Lead in soil** can be a hazard when children play in bare soil or when people bring soil into the house on their shoes. The following two federal standards have been set for lead hazards in residential soil:

- ◆ 400 parts per million (ppm) and higher in play areas of bare soil.
- ◆ 1,200 ppm (average) and higher in bare soil in the remainder of the yard.

The only way to find out if paint, dust and soil lead hazards exist is to test for them. The next page describes the most common methods used.

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**Lead from paint chips, which you can see, and lead dust, which you can't always see, can both be serious hazards.**

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## Checking Your Home for Lead

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**Just knowing that a home has lead-based paint may not tell you if there is a hazard.**

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You can get your home checked for lead in one of two ways, or both:

- ◆ A paint **inspection** tells you the lead content of every different type of painted surface in your home. It won't tell you whether the paint is a hazard or how you should deal with it.
- ◆ A **risk assessment** tells you if there are any sources of serious lead exposure (such as peeling paint and lead dust). It also tells you what actions to take to address these hazards.

Hire a trained, certified professional who will use a range of reliable methods when checking your home, such as:

- ◆ Visual inspection of paint condition and location.
- ◆ A portable x-ray fluorescence (XRF) machine.
- ◆ Lab tests of paint, dust, and soil samples.

There are standards in place to ensure the work is done safely, reliably, and effectively. Contact your local lead poisoning prevention program for more information, or call **1-800-424-LEAD** for a list of contacts in your area.

**Home test kits for lead are available, but may not always be accurate.** Consumers should not rely on these tests before doing renovations or to assure safety.

## What You Can Do Now To Protect Your Family

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If you suspect that your house has lead hazards, you can take some immediate steps to reduce your family's risk:

- ◆ **If you rent, notify your landlord of peeling or chipping paint.**
- ◆ **Clean up paint chips immediately.**
- ◆ **Clean floors, window frames, window sills, and other surfaces weekly.** Use a mop or sponge with warm water and a general all-purpose cleaner or a cleaner made specifically for lead. **REMEMBER: NEVER MIX AMMONIA AND BLEACH PRODUCTS TOGETHER SINCE THEY CAN FORM A DANGEROUS GAS.**
- ◆ **Thoroughly rinse sponges and mop heads after cleaning dirty or dusty areas.**
- ◆ **Wash children's hands often, especially before they eat and before nap time and bed time.**
- ◆ **Keep play areas clean.** Wash bottles, pacifiers, toys, and stuffed animals regularly.
- ◆ **Keep children from chewing window sills or other painted surfaces.**
- ◆ **Clean or remove shoes before entering your home to avoid tracking in lead from soil.**
- ◆ **Make sure children eat nutritious, low-fat meals high in iron and calcium, such as spinach and dairy products.** Children with good diets absorb less lead.



## Reducing Lead Hazards In The Home

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**Removing lead improperly can increase the hazard to your family by spreading even more lead dust around the house.**

***Always use a professional who is trained to remove lead hazards safely.***



In addition to day-to-day cleaning and good nutrition:

- ◆ You can **temporarily** reduce lead hazards by taking actions such as repairing damaged painted surfaces and planting grass to cover soil with high lead levels. These actions (called “interim controls”) are not permanent solutions and will need ongoing attention.
- ◆ To **permanently** remove lead hazards, you should hire a certified lead “abatement” contractor. Abatement (or permanent hazard elimination) methods include removing, sealing, or enclosing lead-based paint with special materials. Just painting over the hazard with regular paint is not permanent removal.

Always hire a person with special training for correcting lead problems—someone who knows how to do this work safely and has the proper equipment to clean up thoroughly. Certified contractors will employ qualified workers and follow strict safety rules as set by their state or by the federal government.

Once the work is completed, dust cleanup activities must be repeated until testing indicates that lead dust levels are below the following:

- ◆ 40 micrograms per square foot ( $\mu\text{g}/\text{ft}^2$ ) for floors, including carpeted floors;
- ◆ 250  $\mu\text{g}/\text{ft}^2$  for interior windows sills; and
- ◆ 400  $\mu\text{g}/\text{ft}^2$  for window troughs.

Call your local agency (see page 11) for help with locating certified contractors in your area and to see if financial assistance is available.

## Remodeling or Renovating a Home With Lead-Based Paint

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Take precautions before your contractor or you begin remodeling or renovating anything that disturbs painted surfaces (such as scraping off paint or tearing out walls):

- ◆ **Have the area tested for lead-based paint.**
- ◆ **Do not use a belt-sander, propane torch, heat gun, dry scraper, or dry sandpaper** to remove lead-based paint. These actions create large amounts of lead dust and fumes. Lead dust can remain in your home long after the work is done.
- ◆ **Temporarily move your family** (especially children and pregnant women) out of the apartment or house until the work is done and the area is properly cleaned. If you can't move your family, at least completely seal off the work area.
- ◆ **Follow other safety measures to reduce lead hazards.** You can find out about other safety measures by calling 1-800-424-LEAD. Ask for the brochure "Reducing Lead Hazards When Remodeling Your Home." This brochure explains what to do before, during, and after renovations.

If you have already completed renovations or remodeling that could have released lead-based paint or dust, get your young children tested and follow the steps outlined on page 7 of this brochure.



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**If not conducted properly, certain types of renovations can release lead from paint and dust into the air.**

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## Other Sources of Lead

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*While paint, dust, and soil are the most common lead hazards, other lead sources also exist.*

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- ◆ **Drinking water.** Your home might have plumbing with lead or lead solder. Call your local health department or water supplier to find out about testing your water. You cannot see, smell, or taste lead, and boiling your water will not get rid of lead. If you think your plumbing might have lead in it:
  - Use only cold water for drinking and cooking.
  - Run water for 15 to 30 seconds before drinking it, especially if you have not used your water for a few hours.
- ◆ **The job.** If you work with lead, you could bring it home on your hands or clothes. Shower and change clothes before coming home. Launder your work clothes separately from the rest of your family's clothes.
- ◆ Old painted **toys** and **furniture**.
- ◆ Food and liquids stored in **lead crystal** or **lead-glazed pottery or porcelain**.
- ◆ **Lead smelters** or other industries that release lead into the air.
- ◆ **Hobbies** that use lead, such as making pottery or stained glass, or refinishing furniture.
- ◆ **Folk remedies** that contain lead, such as "greta" and "azarcon" used to treat an upset stomach.

## For More Information

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### **The National Lead Information Center**

Call **1-800-424-LEAD (424-5323)** to learn how to protect children from lead poisoning and for other information on lead hazards. To access lead information via the web, visit **[www.epa.gov/lead](http://www.epa.gov/lead)** and **[www.hud.gov/offices/lead/](http://www.hud.gov/offices/lead/)**.

For the hearing impaired, call the Federal Information Relay Service at **1-800-877-8339** and ask for the National Lead Information Center at **1-800-424-LEAD**.

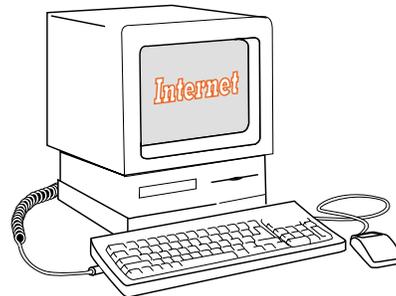


### **EPA's Safe Drinking Water Hotline**

Call **1-800-426-4791** for information about lead in drinking water.

### **Consumer Product Safety Commission (CPSC) Hotline**

To request information on lead in consumer products, or to report an unsafe consumer product or a product-related injury call **1-800-638-2772**, or visit CPSC's website at: **[www.cpsc.gov](http://www.cpsc.gov)**.



### **Health and Environmental Agencies**

Some cities, states, and tribes have their own rules for lead-based paint activities. Check with your local agency to see which laws apply to you. Most agencies can also provide information on finding a lead abatement firm in your area, and on possible sources of financial aid for reducing lead hazards. Receive up-to-date address and phone information for your local contacts on the Internet at **[www.epa.gov/lead](http://www.epa.gov/lead)** or contact the National Lead Information Center at **1-800-424-LEAD**.

## EPA Regional Offices

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Your Regional EPA Office can provide further information regarding regulations and lead protection programs.

### EPA Regional Offices

**Region 1** (Connecticut, Massachusetts, Maine, New Hampshire, Rhode Island, Vermont)

Regional Lead Contact  
U.S. EPA Region 1  
Suite 1100 (CPT)  
One Congress Street  
Boston, MA 02114-2023  
1 (888) 372-7341

**Region 2** (New Jersey, New York, Puerto Rico, Virgin Islands)

Regional Lead Contact  
U.S. EPA Region 2  
2890 Woodbridge Avenue  
Building 209, Mail Stop 225  
Edison, NJ 08837-3679  
(732) 321-6671

**Region 3** (Delaware, Maryland, Pennsylvania, Virginia, Washington DC, West Virginia)

Regional Lead Contact  
U.S. EPA Region 3 (3WC33)  
1650 Arch Street  
Philadelphia, PA 19103  
(215) 814-5000

**Region 4** (Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee)

Regional Lead Contact  
U.S. EPA Region 4  
61 Forsyth Street, SW  
Atlanta, GA 30303  
(404) 562-8998

**Region 5** (Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin)

Regional Lead Contact  
U.S. EPA Region 5 (DT-8J)  
77 West Jackson Boulevard  
Chicago, IL 60604-3666  
(312) 886-6003

**Region 6** (Arkansas, Louisiana, New Mexico, Oklahoma, Texas)

Regional Lead Contact  
U.S. EPA Region 6  
1445 Ross Avenue, 12th Floor  
Dallas, TX 75202-2733  
(214) 665-7577

**Region 7** (Iowa, Kansas, Missouri, Nebraska)

Regional Lead Contact  
U.S. EPA Region 7  
(ARTD-RALI)  
901 N. 5th Street  
Kansas City, KS 66101  
(913) 551-7020

**Region 8** (Colorado, Montana, North Dakota, South Dakota, Utah, Wyoming)

Regional Lead Contact  
U.S. EPA Region 8  
999 18th Street, Suite 500  
Denver, CO 80202-2466  
(303) 312-6021

**Region 9** (Arizona, California, Hawaii, Nevada)

Regional Lead Contact  
U.S. Region 9  
75 Hawthorne Street  
San Francisco, CA 94105  
(415) 947-4164

**Region 10** (Alaska, Idaho, Oregon, Washington)

Regional Lead Contact  
U.S. EPA Region 10  
Toxics Section WCM-128  
1200 Sixth Avenue  
Seattle, WA 98101-1128  
(206) 553-1985

## CPSC Regional Offices

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Your Regional CPSC Office can provide further information regarding regulations and consumer product safety.

### **Eastern Regional Center**

Consumer Product Safety Commission  
201 Varick Street, Room 903  
New York, NY 10014  
(212) 620-4120

### **Western Regional Center**

Consumer Product Safety Commission  
1301 Clay Street, Suite 610-N  
Oakland, CA 94612  
(510) 637-4050

### **Central Regional Center**

Consumer Product Safety Commission  
230 South Dearborn Street, Room 2944  
Chicago, IL 60604  
(312) 353-8260

## HUD Lead Office

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Please contact HUD's Office of Healthy Homes and Lead Hazard Control for information on lead regulations, outreach efforts, and lead hazard control and research grant programs.

### **U.S. Department of Housing and Urban Development**

Office of Healthy Homes and Lead Hazard Control  
451 Seventh Street, SW, P-3206  
Washington, DC 20410  
(202) 755-1785

## Simple Steps To Protect Your Family From Lead Hazards

### If you think your home has high levels of lead:

- ◆ Get your young children tested for lead, even if they seem healthy.
- ◆ Wash children's hands, bottles, pacifiers, and toys often.
- ◆ Make sure children eat healthy, low-fat foods.
- ◆ Get your home checked for lead hazards.
- ◆ Regularly clean floors, window sills, and other surfaces.
- ◆ Wipe soil off shoes before entering house.
- ◆ Talk to your landlord about fixing surfaces with peeling or chipping paint.
- ◆ Take precautions to avoid exposure to lead dust when remodeling or renovating (call 1-800-424-LEAD for guidelines).
- ◆ Don't use a belt-sander, propane torch, heat gun, dry scraper, or dry sandpaper on painted surfaces that may contain lead.
- ◆ Don't try to remove lead-based paint yourself.



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NEW JERSEY DEPARTMENT OF  
**COMMUNITY AFFAIRS**



# **TRUTH IN RENTING**

A guide to the  
rights and responsibilities  
of residential tenants  
and landlords in New Jersey

NEW JERSEY DEPARTMENT OF  
**COMMUNITY AFFAIRS**



**Department of Community Affairs**  
**Division of Codes and Standards**  
**Landlord/Tenant Information Service**  
**PO Box 805**  
**Trenton, New Jersey 08625-0805**



*Published by the*  
New Jersey  
Department of Community Affairs

**Ninth Edition**

**May 2007**

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## Greetings from *the Department of Community Affairs*

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Congratulations on renting your home in New Jersey! The Department of Community Affairs is here to help with this new responsibility by providing you with important information about renting in our state.

The 'Truth in Renting' Act was signed in 1976. Since then, DCA has produced this booklet as a reference guide to help you understand your rights as a renter, and the responsibilities and rights of landlords. This booklet outlines information about your lease, security deposit, discrimination, safety, health and many other issues related to your rented home. It is updated annually so you have the most current information on laws, regulations and other information pertaining to renting in New Jersey.

We hope you find this booklet a valuable resource and encourage you to read through it and refer to it often. Congratulations again on renting your new home in New Jersey.

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## INTRODUCTION

### About the “Truth In Renting” Act

The “Truth in Renting” Act was signed into law on February 19, 1976, as Chapter 310 of the New Jersey Public Laws of 1975. The Act requires the New Jersey Department of Community Affairs to prepare, distribute, and update annually a statement in English and in Spanish of the established rights and responsibilities of residential tenants and landlords in the State. The Act calls for distribution of the statement to all tenants with a rental term of at least one month living in residences with more than two dwelling units (or more than three if the landlord occupies one). The landlord is required to give a copy of the current statement to each tenant when a lease is entered into, and to make available the current statement in the building where the tenants can easily find it. The landlord should keep documentation or receipts verifying distribution of the Truth in Renting statement to new tenants.

A landlord who does not properly distribute the statement is subject to a penalty of up to \$100.00 for each offense. Enforcement of this statute is handled through the Superior Court, Special Civil Part, Landlord-Tenant Section of the county where the building is located or of the county where the defendant resides.

### About the Current Statement

The Truth in Renting Statement is published by the Department of Community Affairs, Landlord-Tenant Information Service. For additional landlord-tenant information please log on to our website at [http://www.nj.gov/dca/codes/lt/table\\_of\\_contents.shtml](http://www.nj.gov/dca/codes/lt/table_of_contents.shtml). The Landlord-Tenant Information Service does not have jurisdiction over the administration of the courts, nor can the Service render legal advice. Any change in the size of print or content of the booklet that is not approved in writing by the Landlord-Tenant Information Service will be considered a violation of the Act. The deadline for distributing the current statement is 30 days after the Department of Community Affairs makes it available for distribution.

The statement is based on existing State laws, regulations and court cases. Its purpose is for information and reference only, not for legal advice. It is not a complete summary of all laws and court decisions that concern landlord-tenant relations. Any person who plans to take a legal action in a landlord-tenant dispute may wish to consult the appropriate enforcing agency, a county legal services agency, a private attorney, or an owners’, tenants’, or mobile home organization (see back of booklet for address and telephone listings).

## Special Note on Applicability

The information contained in this Statement should be generally useful to all residential tenants and landlords in New Jersey. However, not all the laws apply to all types of buildings. A person can find out if a law applies to his or her situation by carefully reading the section describing that law. If it does not say that there are exceptions, then the law applies to all residential tenants and landlords.

For additional landlord-tenant information you may fax your requests to (609) 984-7954. You may also e-mail your request to [LTInfo@dca.state.nj.us](mailto:LTInfo@dca.state.nj.us). Please remember this Service is for information only. For legal information and assistance, contact the appropriate Legal Services Office listed in the back of the booklet, county bar association, or an attorney.

## THE LEASE

### General Provisions

A landlord-tenant relationship is formed when a landlord allows another person to use a dwelling unit for a specified period of time in return for rent. A dwelling unit may be an apartment, a house, a room or a mobile home or mobile home space. Parties to a lease must be at least 18 years old and mentally competent.<sup>(1)</sup>

A lease may be either oral or written. If written, it must be in plain language.<sup>(2)</sup> This means that it must be written so that an average person can understand it. The Division of Consumer Affairs will review leases to see if they comply with the Plain Language Law. This review is only available to landlords who request the review in writing. A fee is charged for this service. For more information, write to the Division of Consumer Affairs, Post Office Box 45027, Newark, NJ 07101, or call (973) 504-6200.

The Truth-in-Renting Act<sup>(3)</sup> provides that any written lease entered into or offered to a tenant must not violate any State laws in effect at the time the lease is made. Provisions of a lease must be reasonable. Once a lease has been made, neither party can be made to accept any new agreements while it is in effect. Any fees that the landlord intends to charge should be clearly stated. This can prevent confusion and possible disputes later. A lease may permit a "late charge" when the rent is not paid by a certain date, and may also provide for payment by the tenant of the landlord's attorney fees and court costs in the event of eviction for non-payment of rent or for other causes.

The written lease must expressly permit a landlord to recover reasonable attorneys' fees and include late fees as a part of rent in order for a judge to consider those expenses as additional rent in a summary dispossession proceeding.<sup>(4)</sup>

The tenant should read the rental agreement before signing. It is advisable for the tenant to get a copy of the lease for his or her own records at the time that it is signed. If a new landlord takes over the building, both the new landlord and the tenant must honor the pre-existing rental agreement until it expires.

Later disputes can be avoided if tenant and landlord (or landlord's representative) walk through the unit together and make a list (which both should sign) of all items that are in need of repair or replacement. Neither a tenant nor a landlord has the right to damage the other's property and either can be sued by the other for any property damage.

Some provisions found in leases are a matter of preference by the landlord. Examples of such provisions are: 1) A landlord may restrict subletting or assigning of the leased unit; 2) A landlord may forbid or limit the keeping of domesticated animals; however, in senior citizen housing projects or senior citizen planned real estate developments (senior citizens must be 62 years of age or older and shall include a surviving spouse if that surviving spouse is 55 years of age or older), having three or more rental units, a landlord must permit domesticated animals unless they become a nuisance or the tenant does not follow rules and regulations concerning the care and maintenance;<sup>(5)</sup> 3) A

landlord may require tenants to give copies of keys; 4) A landlord may require a tenant to obtain renter's liability insurance.

If a lease contains provisions that are against State statutes, local ordinances or governmental regulations, or a tenant feels a provision is unreasonable, the tenant has the right to enter an action in Superior Court, Law Division, Special Civil Part, of the county where the building is located asking the court to remove the provision from the lease.<sup>(6)</sup> If a tenant and landlord cannot agree on a lease provision prior to acceptance of the document, the tenant may pursue a court action for clarification of the provision, or the landlord may take the tenant to court in an eviction action, where the judge would decide the issue.

Although not required by all municipalities, where required it is the responsibility of the landlord to obtain a certificate of occupancy before a new tenant moves into a unit.

A landlord may not forbid or prevent installation of cable service or unreasonably restrict the installation of an individual satellite dish and may not require advance payment for permission to install it. Installation must be in compliance with the Federal Communications Commission (FCC). Satellite dishes must be placed on the property where the tenant has exclusive use or control. The landlord may restrict installation in common areas such as the stairwells, roofs, or exterior walls of a multiple dwelling. The landlord may also reasonably restrict installation to prevent damage to the property, if there is a safety risk, or if the property is a historic building or in a historic district. In addition, if a common antenna is available for use by residents, then the landlord may disallow the installation of an individually owned satellite dish, provided the services and costs are the same.<sup>(7)</sup> If a tenant or landlord wishes to file a complaint regarding the lease or local government restrictions regarding installation of a satellite dish, he or she may contact the Office of the Secretary, Federal Communications Commission, 445 12th Street, S.W., Washington, D.C. 20554, Attn: Media Bureau.

## **Mobile Home Leases - Private Residential Leasehold Communities Law**

A mobile home park or private residential leasehold community landlord or operator is required: 1) to offer a written lease for at least 12 months to each household within the park/community. The lease must be offered within 30 days from the time the new owner lawfully moves in; 2) to give the home dweller a copy of all park/community rules and regulations prior to signing a lease; 3) to post a copy of park/community rules and regulations in a recreation hall or some other place within the park/community where they can be easily found; and 4) to fully disclose all fees, charges and assessments, which must be based on actual costs incurred, and all rules and regulations, before the occupant moves in.<sup>(8)</sup> Written notice of any changes must be given at least 30 days before the changes become effective.

Except in the case of emergency, no landlord or operator may move, or require anyone else to move, a home owned by someone else, unless it can be shown

that it is reasonably necessary to do so and 30 days written notice is given. All costs of moving a home at the demand of the landlord or operator, including any loss or damage, must be paid by the landlord or operator. Any entrance fee or other payment to get into a park/community accepted by a landlord or operator makes the landlord or operator a disorderly person and the person making the payment can recover double its amount plus costs in Superior Court, of the county where the park/community is located or of the county where the landlord resides.

No landlord or operator may deny any resident the right to sell their home within the park/community or require the unit to be moved solely because it is being sold. The landlord or operator can reserve the right to approve the purchaser, but permission cannot be unreasonably withheld. The posting of a "For Sale" sign on a home may not be forbidden,<sup>(9)</sup> nor can the landlord or operator charge a commission or fee for the sale unless he or she acted as the sales agent under a written agreement with the homeowner.

The Private Residential Leasehold Community law<sup>(10)</sup> has restrictions, for those communities fitting the statutes' definition that outline rights and responsibilities in the areas of community homeowner associations, first sales and removal of the community from residential use, or sale of the entire community. For further information, please request a copy of the law and refer to the list of additional sources of information covering mobile homes in the back of this booklet.

## **Public Housing Leases**

Public housing authorities must follow lease regulations developed by the U.S. Department of Housing and Urban Development (HUD) as well as existing State laws. The HUD regulations list both provisions that must be included in housing authority leases and provisions that may not be included. Questions regarding public housing can be directed to the U.S. Department of Housing and Urban Development, New Jersey State Office, 1 Newark Center, Attn: Public Housing, 12th Floor, Newark, New Jersey 07102-5260, (973) 622-7900.

## **Renewal and Breaking**

A lease is a binding contract between the landlord and the tenant and cannot be broken for any reason by either party except as detailed below:

No landlord of residential rental properties, except those in owner occupied two- or three-family dwellings, motels, or hotels, transient, or seasonal units, may fail to renew any lease, regardless of whether it is written or oral, except for one of the good cause reasons described in detail under the section entitled "Eviction."<sup>(11)</sup> Tenants of two- or three unit owner-occupied buildings should refer to the section entitled "Evictions for Owner-Occupied Two-and Three-Family Dwellings."

Under the Lease Termination Due to Disabling Illness, Accident or Death Law,<sup>(12)</sup> a tenant may break his or her lease, under the following conditions. A 40 day written notice of lease termination is required in each instance. The

tenant must vacate and return possession of the property to the landlord at least five working days prior to the 40<sup>th</sup> day following the receipt of the notice by the landlord. Rent must be paid up until the termination date.

- a) In certain circumstances, a tenant suffering a disabling illness or accident resulting in a loss of income may break a lease having a term of one or more years after submitting a form prescribed by law and available through the New Jersey Department of Community Affairs. For copies write to the Landlord-Tenant Information Service, PO Box 805, Trenton, NJ 08625-0805, Fax: 609-984-7954.
- b) Tenants 62 years of age or older that are accepted into an assisted living facility, a nursing home, or a continuing care retirement community may break his or her lease. The tenant, spouse or legal representative must provide the landlord with written notice of termination of the lease and attach a certification of a treating physician stating that the tenant or spouse needs to be in an assisted living facility, nursing home, or continuing care retirement community and documentation that the tenant has been accepted into one of those facilities.
- c) Tenants 62 years of age or older that do not already reside in low or moderate income housing and are accepted into low or moderate income housing may break their lease agreements. The tenant, spouse or legal representative must provide the landlord with written notice of termination of the lease and attach documentation of a lease or intent to lease from the low or moderate housing project.

If a landlord cannot or will not make a dwelling unit handicapped-accessible at the landlord's own expense for a disabled tenant or a member of the tenant's immediate family who is disabled as a result of the loss of use of one or more limbs or requires an assistive device to move about, the lease can be terminated on the 40<sup>th</sup> day following receipt by the landlord a Notice of Lease Termination and the Certification of Treating Physicians forms, submitted by the tenant to the landlord. These forms may be obtained from the Landlord-Tenant Information Service, P.O. Box 805, Trenton, New Jersey, 08625.<sup>(13)</sup>

The same procedure applies to the termination of a lease in the event of the death of the tenant or the tenant's spouse, except that a specific form is not prescribed.<sup>(14)</sup>

These provisions for early termination do not apply to any lease that specifically provides otherwise. A landlord may sue a tenant who breaks a lease and the tenant can be held responsible for payment of rent through the expiration date of the lease plus the landlord's costs to re-rent the unit. To mitigate the losses incurred, a landlord is required to make a good faith effort to re-rent the unit.<sup>(15)</sup> A tenant is not responsible for rental payments for any time that the unit is re-rented at a rent equal to or higher than the rent quoted in the lease. Also, a tenant will not be held responsible for rent payments if the tenant can demonstrate that the reason for breaking the lease was that the rental unit was unlivable. "Constructive eviction" is the term used to describe a situation wherein a tenant must move because the landlord does not maintain the rental unit in a livable condition.<sup>(16)</sup> Because the determination of money

due to the landlord or the tenant will ultimately be made by a judge in Superior Court, proper documentation of the unlivable conditions and written notice to the landlord demanding that these conditions be corrected are essential to making a case for constructive eviction.

### **Notice to Terminate the Lease Agreement**

A tenant has the responsibility to pay the full amount of rent on time. An owner has the responsibility to maintain the dwelling in a livable condition.

A tenant who remain in a unit after giving his/her landlord notice of his/her intent to leave may be held responsible for double the rent payments for the months that the tenant continues to occupy the unit.<sup>(17)</sup> Unless the lease states otherwise, a tenant who intends to move when the lease ends must give the landlord written notice at least one full month in advance.

Month-to-month leases renew automatically unless the tenant or landlord acts to end the lease. A tenant may terminate a month-to-month lease (or any rental agreement that does not have a specific term) by providing a written notice one month in advance of the time that the renewed rental period would start. For example if a tenant's rent is due on January 15<sup>th</sup> the tenant must give the landlord notice on or before December 15<sup>th</sup>. A landlord must follow the requirements of the Eviction Law and cannot refuse to renew a lease without cause (See Causes for Eviction), except in the case of owner-occupied two and three family dwellings, transient or seasonal tenants.

Most yearly leases will have a section explaining how the lease can be renewed. The lease may, for instance, state that unless either the landlord or tenant ends the lease, it will renew automatically. Most yearly leases require a 60 to 90 day notice. If a tenant fails to give proper written notice or it is not given in time, the lease will renew. A yearly lease that is not renewed automatically becomes a month-to-month lease.

### **Service Members Civil Relief Act**

A service member leasing an apartment before entering the military has the legal right under this act<sup>(18)</sup> to break the lease under the following circumstances:

- a) at any time after the renter's entry into military service;
  - b) the service member, while in military service, executes the lease and thereafter receives military orders for a permanent change of station or to deploy with a military unit for a period of not less than 90 days;
  - c) the service member, while in military service, executes the lease and thereafter receives military orders for a permanent change of station outside of the continental United States or to deploy with a military unit for a period of not less than 180 days.
- The service member must provide the landlord with written notice of termination of the lease and a copy of the military orders. Notice of termination of the lease must be provided in advance. Termination of the lease is effective on the last day of the month following the month in which the notice is delivered. The service member will incur no further monetary responsibility after providing the landlord with the proper notices. The landlord is required to return the security deposit in accordance with the applicable law.

Moreover, if the rent does not exceed \$2,400 per month, (this amount will increase each year in accordance with the CPI component for housing), eviction actions may be stayed by the courts for three (3) months unless the court finds that the tenant's ability to pay rent is not materially affected by reason of the military service.

For further information about the Act including specific notice requirements and time frames, military personnel can contact the Legal Assistance Section of Fort Dix at (609) 562-3043 or the Reserve Office of Fort Monmouth, Legal Services at (732) 532-4371.

## Right of Entry

There is no law in New Jersey that either requires a tenant to give a landlord a key or prohibits a landlord from keeping a key to a rented unit. The courts have generally approved lease provisions that require that the tenant provide a key to the landlord, citing circumstances where the lack of a key could result in loss of life or property in the case of an emergency. A dispute between a landlord and tenant over the use of a key that cannot be settled by mutual agreement might have to be settled in Superior Court. The court may deny the landlord the right to have a key if the tenant can show that the landlord has abused the right. Such abuse may include using the key to enter the tenant's home without prior notice (except in the case of an emergency). Moreover, the landlord may be liable to the tenant for damaged or stolen property if the landlord is known to have a key and known to enter the rental unit when the tenant is not home.

A tenant disputing a landlord's right to a key can simply refuse to provide the landlord with one. The landlord may then seek an action for eviction based on a refusal to comply with reasonable lease provisions. The landlord then has the burden of proving that the request is not unreasonable.

Tenants should note that the regulations governing the maintenance of hotels and multiple dwellings, N.J.A.C. 5:10-5.1(c), provide that "every occupant of each unit of dwelling space shall give the owner thereof or his agent or employees access to any part of the building upon reasonable notification, which under ordinary circumstance shall be one day for multiple dwellings ...for the purpose of making such inspection and such repairs or alterations as are necessary to effect compliance with the law and these regulations. In case of safety or structural emergencies immediate access shall be given."

The purpose of this regulation is to allow for inspections in order to maintain multiple dwellings in the interest of public safety, health and welfare, according to N.J.A.C. 5:10-1.2. There is no statute or available case law that dictates a notice requirement or tenant's obligation to allow a landlord access to the rental premises to show for re-renting or selling the property. The issue of entry should be addressed in the lease. Disputes that arise regarding a landlord's right of entry must be decided on a case-by-case basis in court.

## Security Deposits

The Security Deposit Law applies to most residential rental properties, including mobile homes. The exception is an owner-occupied two- or three-family dwelling. A tenant in an owner-occupied two- or three-family dwelling may, however, make this provision applicable to his or her tenancy 30 days after sending a written request to the landlord that the landlord fulfill the requirements of the Security Deposit Law.<sup>(19)</sup>

The security deposit cannot be more than one and one-half times one month's rent.<sup>(20)</sup> It can be less. Any additional yearly security deposit increase may not exceed 10% of the current security deposit. A landlord may not charge a pet security deposit if it exceeds one and one-half times one month's rent when combined with the regular security deposit.<sup>(21)</sup> In the case of *Brownstone Arms v. Asher*, the courts determined that advanced rents in excess of one and one-half times the monthly rental payment violates the security deposit law.<sup>(21)</sup> Therefore, any prepaid funds held to secure future rents are considered to be a part of the security deposit. This includes the last month's rent. It does not matter what the prepaid funds are labeled. The landlord may only require one and one-half times the tenant's monthly rent as security and the first month's rent at the inception of the lease. That means the landlord may not require more than two and one-half times the monthly rent at the inception of the lease, this includes the security deposit and the first month's rent.

The security deposit money continues to be the property of the person making the deposit and must be held in trust by the person receiving the money. This means that the person who receives the money must not use the money in any way not permitted by law.

The security money must be deposited in a bank or savings and loan association in New Jersey in an account bearing interest at the current rate. However, a person who receives security deposit money for 10 or more units must invest that money in an insured money market fund of a New Jersey-based investment company or deposit it in a money market fund of a New Jersey bank, savings bank or savings and loan association. This section of the Security Deposit Law does not apply to security deposits for seasonal use or rental. Seasonal use or rental means use or rental for a term of not more than 125 consecutive days for residential purposes by a person having a permanent place of residence elsewhere. Seasonal use or rental does not mean use or rental of living quarters for seasonal, temporary or migrant farm workers in connection with work or place where work is being performed.<sup>(22)</sup>

The interest or earnings paid on the security deposit belongs to the tenant and shall be paid to the tenant in cash or credited toward rent due and owing on the renewal or anniversary of the tenant's lease or on January 31, if the tenant has been given written notice, that the interest payments will be paid on January 31 of each year.<sup>(23)</sup>

A person who receives a security deposit may not combine security deposit money with his or her own funds. Within 30 days of receipt of the security deposit and at the time of each annual interest payment the landlord must

notify the tenant in writing of the name and address of the banking institution or investment company at which the money is deposited, the amount of the deposit, type of account and current rate of interest for the account. In addition the landlord must notify the tenant within 30 days of transferring security deposit money to a new landlord or moving the security deposit to another account or bank. If a tenant does not receive proper notices or is not paid interest as required, the tenant may use the security deposit for payment of rent by giving the landlord written notice that the security money plus interest at the rate of 7% per year be applied to rent payments or payments due or to become due from the tenant. However if the tenant does not receive the annual notice at the time of the annual interest payment or is not paid the annual interest, as required, the tenant must give the landlord written notice and allow the landlord 30 days to comply with the annual interest payment and notice requirements before he can use his security deposit toward his rent.<sup>(24)</sup> If the tenant's security deposit gets applied to his rent, the landlord may not make further demand for an additional security deposit.

Within five (5) business days after a tenant is displaced by fire, flood, condemnation, or evacuation the landlord must return the security deposit. The law requires the return when either an authorized public official has posted a notice prohibiting occupancy or has certified that the displacement is expected to continue longer than seven (7) days. Within three (3) business days of having received notice of the displacement, the landlord must let the tenant know where the security deposit can be collected. The landlord may arrange to have the municipal clerk hold the security deposit so that the tenant may collect it at the clerk's office. If the tenant has not collected the deposit within 30 days, the landlord can redeposit it with the banking institution or investment company with which it was deposited before. If the tenant is later able to move back into the apartment but has already collected the deposit, the tenant must again pay a security deposit (one-third will be due immediately, another one-third in 30 days and the last one-third in 60 days) to the landlord.

Within 30 days after the end of a tenancy, a landlord must return the security deposit, plus interest earned less deductions, to the tenant.<sup>(25)</sup> Deductions may include the cost of any damages over and above normal wear and tear, and any other money due the landlord under the terms of the lease. The landlord must return the money either by personal delivery, registered or certified mail. If there are any deductions made from the security deposit by the landlord, an itemized list of these deductions must also be sent to the tenant by registered or certified mail within 30 days. If the amount of money owed to the landlord for damages or unpaid rent is greater than the amount of the security deposit, the landlord may sue for the difference. No deductions shall be made from a security deposit of a tenant who remains in possession of the rental premises.

If a landlord fails to return the security deposit within 30 days, or the tenant disagrees with the amount deducted, the tenant may sue. If the tenant is successful, the court may award the tenant double the amount wrongly

withheld, together with court costs and reasonable attorney's fees.<sup>(26)</sup> However, if the tenant breaks the lease and moves out of the dwelling unit prior to the expiration of the lease, without legal cause, the lease is not considered to be terminated. The lease is considered to be terminated once the unit is re-rented or the lease expires, provided that the tenant notified the landlord as required by the lease agreement. The date the rental unit is re-rented determines the date of the termination of the breached lease.<sup>(27)</sup> Therefore, in the case of a broken lease agreement by the tenant, the 30 days that the landlord has to return the tenant's security deposit does not start until the landlord re-rents the rental unit.

If the property is sold or transferred it is the duty of the new owner to obtain the security deposit, plus accrued interest on the tenant's deposit, that was collected by the former owner. Whether or not the deposit and interest are transferred, the new owner is responsible for the investment of the security deposit, giving all notices and paying interest, and for the return of the security deposit, plus any accrued earnings or interest.<sup>(28)</sup>

The Small Claims section of the Special Civil Part of the Superior Court, Law Division in the county where the building is located or in the county where the landlord resides has jurisdiction in actions involving security deposits where the amount does not exceed \$5,000, including any applicable penalties, but not including costs. For actions over \$5,000 but not exceeding \$15,000, a person must file in the Special Civil Part of the Superior Court Law Division.<sup>(29)</sup> There is no State agency that has jurisdiction over security deposit disputes. All disputes must be settled through court action.

Any person who unlawfully uses security deposit monies may be criminally charged as a disorderly person and may be subject to a fine of not less than \$200 or imprisonment for not more than 30 days, or both.<sup>(30)</sup>

## **Pets**

In general, landlords have a right to include a "no pets" provision in the lease agreement. However tenants that were allowed to have pets and actually had pets living in their rental units at the beginning of their tenancy and continued to have those pets throughout their tenancies can not have their leases changed (upon renewal) by the new (or existing) landlord to prohibit the tenants from keeping the pets that they were already allowed to possess. However, the landlord could prohibit the housing of any replacement or additional pets that those tenants may acquire in the future.<sup>(31)</sup> A landlord may require a tenant to remove a pet from the rental premises if the pet is a continuing nuisance to the welfare or property of the landlord or the other residents. If the tenant does not remove the pet, the landlord may file for an eviction for violating the lease due to a continuing nuisance created by the pet. Tenants should maintain control of their pets and obey any lease requirements regarding the care and control of a pet's behavior, designated activity/walking areas and waste cleanup. Tenants should obey all Federal, State and Local laws regarding the maintenance of their pets.

Any senior citizen residing in a senior citizen housing project and providing written notice to the landlord is allowed to own or care for a pet. However, a landlord may refuse to renew a tenant's lease because of a pet, under the following circumstances: if the pet's existence or behavior violates federal, state or local building, health or use codes; or if the tenant fails to properly care for the pet; or if the tenant fails to control the pet, when taking the pet to or from the building, or if the tenant fails to take prompt action to remove any pet waste when requested by the landlord; or if the tenant fails to keep the pet's waste functions confined to areas that do not interfere with the common areas or entrance and exit of anyone to or from the senior citizen housing project. A landlord may establish reasonable written rules and regulations, relating to the care and maintenance of domesticated animals by senior citizens, except that a landlord may not require that the domesticated animal be spayed or neutered. All such rules and regulations shall be transmitted, in writing, to the residents of each dwelling unit in the senior citizen housing project and shall be incorporated within each lease upon its subsequent renewal and the master deed and bylaws, as the case may be.<sup>(32)</sup>

## **Discrimination**

The New Jersey Law Against Discrimination requires equal treatment in the sale or rental of housing regardless of race, creed, color, national origin, ancestry, sex, marital status, domestic partnership status, familial status, affectional or sexual orientation, mental and physical disability, nationality, or source of lawful income.<sup>(33)</sup> The law applies to all landlord-tenant relationships, except those involving one-or-two family owner-occupied dwellings and residences planned exclusively and occupied by one sex (for example a YMCA) and age restricted housing as it pertains to familial status.<sup>(34)</sup> Discrimination complaints should be reported to the proper field office of the Division on Civil Rights, New Jersey Department of Law and Public Safety. (See back of the booklet for office addresses.)

Both Federal and State law prohibit the refusal to rent to a family that includes children, with the exception of housing built for older persons and owner occupied structures with no more than two dwelling units. In this context, it is prohibited to require an agreement that a lease is cancelled upon the birth of a child. It is not illegal to refuse to rent if illegal overcrowding or a violation of legal occupancy limits would result or if an applicant has a poor credit rating or does not have enough income to afford the rent. See also the Federal Fair Housing Act.<sup>(35)</sup>

A complaint against a person who refuses to rent, or who tries to cancel a lease, on the grounds of illegal discrimination may be filed in New Jersey Superior Court. Violations of Federal law may be reported to the U.S. Department of Housing and Urban Development or the U.S. Attorney. For additional information regarding discrimination in housing in New Jersey, the web site address is: <http://www.state.nj.us/lps/dcr/law.html>.

The landlord is not required to modify existing rental premises occupied or to be occupied by a person with a disability. However, the landlord (at the expense of the disabled person) must permit the person with a disability to make reasonable modifications as may be necessary to afford the disabled person full enjoyment of the premises. The landlord may require the tenant to restore the interior of the premises to the condition it existed before the modification, except for reasonable wear and tear and also require the deposit of funds into an escrow account for the restoration of the premises. The landlord may also require a description of the modifications and proof of required permits.<sup>(36)</sup>

## **Consumer Fraud Protection**

Deception, fraud, misrepresentation, or knowing failure or refusal to provide important information in connection with the sale or advertisement of real estate is illegal in New Jersey.<sup>(37)</sup> An aggrieved consumer may sue for triple damages plus attorney's fees for consumer fraud.<sup>(38)</sup> You may contact the Department of Law and Public Safety, Division of Consumer Affairs, Office of Consumer Protection, Post Office Box 45025, 124 Halsey Street, Newark, New Jersey 07102, (973) 504-6200, [www.nj.gov/oag/ca/home.htm](http://www.nj.gov/oag/ca/home.htm) for further information concerning the Consumer Fraud Act.

## **Penalties for Damaged Property**

Destruction, damage, or injury to the premises by a tenant, whether done willfully or through gross negligence, is a cause for eviction.<sup>(39)</sup> Three (3) days after giving written notice to the tenant,<sup>(40)</sup> the landlord may institute a summary dispossession action in the Landlord-Tenant Section, Special Civil Part of the Superior Court Law Division in the county the building is located to obtain possession of the premises.

A landlord may sue a destructive tenant in a civil action in Superior Court for costs resulting from damage. The Landlord-Tenant Section, Special Civil Part of the Superior Court Law Division in the county the building is located has jurisdiction in actions between a landlord and a tenant when the amount claimed is \$15,000.00 or less.

If a tenant purposely damages or destroys a landlord's rental property in retaliation for filing an eviction suit, the tenant may be charged with criminal mischief and ordered to pay for damages.<sup>(41)</sup>

## **Disposal of Personal Property Left by Tenant Once the Tenant Has Moved from the Premises**

The landlord must have obtained a warrant of removal or a written notice from the tenant that he or she is relinquishing possession of the premises. The landlord then may dispose of property left by the tenant only if the landlord reasonably believes that the tenant has left the property upon the premises with no intention of making any further claim to the premises or the property.

To dispose of a tenant's property, a landlord must first give written notice to the tenant in accordance with the requirements of the law concerning content, delivery and storage. The landlord must make the property available to the tenant without payment by the tenant of any unpaid rent. However, the tenant is responsible to reimburse the landlord for the reasonable cost of storage and removal of the property from the leased premises to the place of safekeeping.

The tenant must notify the landlord on or before the day specified in the landlord's notice that the tenant intends to move the property from the apartment or place of safekeeping and must do so within the time specified in the notice or within 15 days of the tenant's written response, whichever is later. Otherwise, the landlord may consider the property abandoned.

Compliance in good faith with the requirements of the law constitutes a complete defense in any action brought by a tenant against a landlord for loss or damage to the property. However, if the landlord seizes and retains a tenant's property without complying with the law, the tenant is relieved of any liability for reimbursement of the landlord's costs and is entitled to recover up to twice the actual damages sustained by the tenant.<sup>(42)</sup>

### **Credit Checks and Background Checks**

Landlords may access credit reports for prospective tenants from credit bureaus or tenant-screening agencies. The landlord may use the information provided in deciding whether to approve or deny an applicant. If a tenant's application is denied due to his or her credit report, the landlord must provide the tenant with the name, address and telephone number of the credit reporting or screening agency that supplied the negative report.<sup>(43)</sup> The landlord is allowed to charge the tenant for the cost of the report. The landlord may also request reasonable rental application fees or employment verification. For more information about the Fair Credit Reporting Act call toll-free 1-877-FTC-HELP (1-877-382-4357), or visit their website at [www.ftc.gov](http://www.ftc.gov). Landlords may also perform background checks through public records. Furthermore, landlords may attempt to verify the validity of any information a tenant provides on his or her rental application.

## **RENT**

A tenant has the responsibility to pay the full amount of rent on time. An owner has the responsibility to maintain the dwelling in a livable condition.

A tenant who remains in a unit after giving his or her landlord notice of intent to leave may be held responsible for double the rent payments for the months that the tenant continues to occupy the unit without a lease.<sup>(44)</sup>

### **Senior Citizens Grace Period**

Any senior citizen receiving a Social Security Old Age Pension, a Railroad Retirement Pension, or any other governmental pension in lieu of Social Security Old Age Pension, and any recipients of Social Security Disability Benefits,

Supplemental Security Income or benefits under Work First New Jersey, must be given a period of five (5) business days grace period for payment when the rent is due on the first of the month. No delinquency or late charge may be assessed during the grace period. Any person who fails to allow this grace period may be criminally prosecuted as a disorderly person.<sup>(45)</sup>

### **Nonpayment and Distraint**

A landlord is prohibited from taking or holding a residential tenant's possessions for nonpayment of rent. The legal term for this practice is "distraint." A landlord cannot use distraint for money owed on a lease or other agreement for a unit used only as a residence.<sup>(46)</sup>

A tenant may sue for damages resulting from distraint for nonpayment of rent in Superior Court, Special Civil Part, in the county the building is located or the county in which the defendant resides. The court may award double damages and costs of action to a tenant whose property was wrongfully distrained.

When a tenant threatens to leave the unit without payment of rent, and a landlord has not yet received a judgment from the court the landlord may seek a temporary restraining order to prohibit the tenant from leaving the jurisdiction of the court.<sup>(47)</sup>

### **Rent Increases and Rent Control**

The State of New Jersey has no laws that establish, govern or control rents. Municipalities may pass an ordinance establishing rent control or rent leveling. Locally created boards enforce these ordinances. Rent control ordinances have been upheld as a valid exercise of the municipal police power where there is a housing shortage.<sup>(48)</sup>

Under the Newly Constructed Multiple Dwellings Law<sup>(49)</sup> newly constructed multiple dwellings shall be exempt from any local rent control ordinances for a period of 30 years following completion of construction of the building. Rents that are subsidized by governmental funding may also be exempt from local rent control ordinances. A tenant may contact the Rent Control Board or municipal clerk for his/her town to find out if his/her rental unit is covered by a rent control or rent leveling ordinance.

Notice requirements for rent increases are contained in the Eviction Law.<sup>(50)</sup> This law provides that before an owner can evict a tenant for nonpayment of an increased rent, he or she must first serve the tenant with a valid notice to quit and increase of rent. This notice does not mean that the tenant must actually leave; the tenant has the right to remain as long as he or she pays any legal increase in rent. The increase in rent must not be unconscionable; it must not be so unreasonable as to shock the conscience of a fair and honest person and must comply with any municipal ordinances governing rent increases.

When a landlord follows the requirements for increasing rent and a tenant refuses to pay the increased amount, the landlord may begin an eviction action. If an increase is unconscionable or a tenant has not received proper notice, the tenant may file a complaint with a municipal rent control board where one

exists. Where there is no municipal rent control and a rent increase is charged that a tenant does not pay on the grounds that it is unconscionable, the landlord may seek to evict the tenant by proving in a court action that the increase is not unconscionable. If the court finds that the increase is legal, the tenant will have to pay it in order to avoid being evicted.

The court has found that when determining unconscionability, the judge may consider the following factors: the amount of the proposed rent increase; the landlord's expenses and profitability; how the existing and proposed rent compare to rents charged at similar rental properties in the same geographic area; the relative bargaining position of the parties; and the judge's general knowledge.<sup>(51)</sup>

If a building is converted to condominium or cooperative form of ownership, or to fee simple ownership of units, rents may not be increased to cover costs resulting solely from the conversion.<sup>(52)</sup> This does not mean that rents may not be increased to cover the cost of new services or amenities. This prohibition applies to all tenants in the building regardless of whether they are eligible for protected tenancy as senior citizens or disabled persons.

## **Public Financed and Subsidized Housing**

Housing developments owned or subsidized by the U.S. Department of Housing and Urban Development (HUD), as well as unsubsidized developments with HUD-insured mortgages determined by HUD to have certain economic problems, are not subject to municipal rent control. For further information on the proper notice of a rent increase (the allowable amount of each rent increase in HUD buildings), contact the U.S. Department of Housing and Urban Development, New Jersey State Office, 1 Newark Center, 12th Floor, Newark, New Jersey 07102-5260, (973) 622-7900. Likewise, rents fixed and controlled by the New Jersey Housing and Mortgage Finance Agency (NJHMFA) in projects it finances are not subject to municipal rent control ordinances. For further information on the proper notice of a rent increase or the allowable amount of rent increase in a NJHMFA project, contact the New Jersey Housing and Mortgage Finance Agency, 637 South Clinton Ave., Post Office Box 18550, Trenton, New Jersey 08650-2085, (609) 278-7400.

## **Property Tax Rebate For Tenants**

The Tenant Property Tax Rebate Act,<sup>(53)</sup> as amended in 1998, may require owners of properties with five (5) or more rental units to pass on to their tenants as a rent credit or cash rebate, the full amount of any current property tax reduction. Reductions are calculated by comparing the current year's taxes with a previous year (beginning with 1998) that shows a larger tax amount. The difference is the amount to be rebated to tenants. Municipalities with rent control ordinances that do not permit landlords to pass tax increases along to tenants are not subject to the law. The law also contains exceptions for certain types of seasonal, tax-exempt, and other special properties.

In each municipality where a rebate is due a Notice of Tax Reduction is sent from the local tax collector to the building owners within 30 days after tax bills are issued to the building owner. Generally, rebates are to be in monthly installments at rent payment dates, beginning within 30 days after receipt of the Notice of Tax Reduction. The first rebate is to be cumulative from January and all are to be completed by December 31. However, if the notice is received after November 1, the rebate is to be completed by June 30 of the following year.

Under the law, in eligible municipalities, a property rebate is due to tenants only when property taxes are reduced because of: 1) A municipal wide revaluation of all real estate and only in the first year the revaluation takes effect. 2) Generally, when the property tax rate in the current year is lower than the base year (usually 1998). 3) Taxpayers in the municipality receive tax rate credit through the Regional Efficiency Aid Program (REAP); the entire amount of the REAP credit must be passed through to tenants.

The law and rules contain details on eligibility and other issues beyond what is covered here. For additional information, please direct all questions about the program to the Tenant Property Tax Rebate Program, Division of Local Government Services, Department of Community Affairs, Post Office Box 803, Trenton, New Jersey 08625-0803, (609) 292-4656, or via e-mail at [dllgs@dca.state.nj.us](mailto:dllgs@dca.state.nj.us), or on the website at [www.state.nj.us/dca/lgs/tenreb/](http://www.state.nj.us/dca/lgs/tenreb/). The program also has a handbook titled "Tenant and Landlord Guide to the Tenant Property Tax Rebate Act," which can be obtained at no cost by writing or e-mailing the above addresses.

## **Fair Tenant Rebate**

Tenants may also be eligible for a rebate entitled "Fair Tenant Rebate," if they were tenants during the year for which the tax return is filed. This is not a credit on rent payments and is not paid by or through the landlord. A tenant may receive payment from the New Jersey Division of Taxation by completing the information required on the Fair Tenant Rebate Application Form TR 1040, which is part of the New Jersey Gross Income Tax Form. This form must be filed by April 15th of each year with the New Jersey Division of Taxation. Even tenants who are not required to file a return for income taxes should file this form. They may still be eligible for this rebate. Questions concerning this credit should be directed to the New Jersey Division of Taxation, Taxpayers Information Service, 50 Barrack Street, Post Office Box 269, Trenton, NJ 08646, (609) 292-6400 or (800) 323-4400.

## HABITABILITY

### Identity of Landlord

A landlord who owns a one- or two-family non-owner occupied house is required by law to file a registration statement with the clerk of the municipality in which the building is located.<sup>(54)</sup> If the building has three (3) or more units, the statement must be filed with the Bureau of Housing Inspection, Post Office Box 810, Trenton, New Jersey 08625-0810, on a registration form provided by the Bureau. The Bureau sends a validated copy of the filed registration form to the municipal clerk. No filing is required for owner-occupied two-family houses.

The registration statement must be given to each tenant and posted in a place in the building where it can be easily seen. The document must state the date of preparation and contain the names and addresses of the following: 1) the owner or owners of the building and the owners of the rental business if not the same person; 2) the registered agent and corporate officers if the owner is a corporation; 3) a person who resides in or has an office in the same county as the building and is authorized to accept service of process, if the owner is not located in the county; 4) the managing agent; 5) regular maintenance personnel; 6) the owner's representative who must be available and able to act in an emergency (the representative's telephone number must be listed); 7) every holder of a recorded mortgage on the building. If fuel oil is used to provide heat to the building and it is furnished by the owner, the name and address of the fuel oil dealer and the grade of oil used must also be included.

Every landlord required to file a certificate of registration must file an amended registration with the correct agency (Bureau of Housing Inspection or clerk of the municipality) within 20 days after any changes to this information. Corrected registration statements must also be posted in the building and each tenant must be notified in writing within seven (7) days after filing. In any eviction action by a landlord who has failed to follow the provisions of this law, the court is required by law to reserve judgment and continue the case — that is, to keep the case open and not issue a judgment for eviction — for up to 90 days to allow the landlord time to comply. If the owner has not complied within this time, the court must dismiss the case, which means that the tenant is not evicted.

The Superior Court, Law Division, Special Civil Part and the municipal court of the municipality in which the premises is located have concurrent jurisdiction to enforce penalties sought against landlords who violate the requirements of the Landlord Identity Law. The maximum penalty is \$500.00 for each offense, recoverable by a summary proceeding under the Penalty Enforcement Law. The Attorney General, the municipality in which the premises are located, or any other person may institute the proceeding. The court will remit any penalty recovered to the municipality in which the subject premises is located unless the action is brought by the Attorney General, in which case the penalty is remitted to the State.<sup>(55)</sup>

## Health, Safety and Maintenance Standards

Both landlords and tenants have certain obligations for the maintenance of dwelling units. These are based on lease provisions, New Jersey statutes, local municipal ordinances, and court decisions. A tenant must protect and preserve a landlord's property. Generally acceptable housekeeping practices must be followed. Proper and timely notice must be given to a landlord when there are conditions that must be repaired or corrected. A property should be returned to the landlord in the same condition as it was received, except for normal wear and tear.

A landlord must maintain the property in a livable condition. The New Jersey Supreme Court has held that a landlord offering a dwelling unit for rent implies that it is in livable condition and agrees to keep it in that condition. A landlord must repair damage to vital facilities caused by normal wear and tear after being properly notified in writing and after being given a reasonable amount of time to make repairs.<sup>(56)</sup>

By State statute and/or municipal ordinance, certain State and local agencies have the power to adopt and enforce standards for the condition of dwelling units. These powers are outlined in the following subsections.

### State Inspection and Enforcement

The Bureau of Housing Inspection (BHI) of the Department of Community Affairs is responsible for the Statewide enforcement of the Hotel and Multiple Dwelling Law and the Regulations for the Maintenance of Hotels and Multiple Dwellings. Every owner of a multiple dwelling that has three (3) or more units in a building structure or a hotel must file a certificate of registration with the Bureau. Multiple dwellings and hotels are required to be inspected at least once every five (5) years.

The Hotel and Multiple Dwelling Law gives the Commissioner of the Department of Community Affairs power to issue and enforce regulations and to levy penalties to ensure that multiple dwellings are maintained so that they do not endanger the health, safety or welfare of the tenants or the general public. Both landlords and tenants must maintain buildings so that there is no violation of these regulations. Tenants must take care of their units and report any code violations to the landlord or superintendent and upon one-day notice, must allow the landlord or his representative to enter the unit to make any inspections, repairs or alterations required in order to meet code requirements. In case of an emergency, immediate access shall be granted.<sup>(57)</sup> The landlord must keep the property in good repair, clean, free of infestation and free of any hazards or nuisances that might be harmful to the health or safety of the occupants, and must provide basic maintenance, including heat, building security, smoke alarm systems, or detectors and properly functioning plumbing and electrical systems, etc.

## **Child-Protection Window Guards**

The Hotel and Multiple Dwelling regulations provide that upon written request by a tenant of a unit in which a child 10 years of age or younger resides, the landlord must provide install and maintain approved child protection window guards on the windows of the dwelling unit and on any accessible windows in the public halls. This requirement does not apply to windows which give access to a fire escape or which are located on the first floor, unless the window sill is more than six feet above the ground. This requirement does not apply to seasonal rental units.

Leases must contain a notice advising tenants that, upon written request by the tenant, the owner is required to provide, install and maintain window guards in dwelling units with children 10 years of age or younger. In addition, bi-annual written notices must be given to tenants informing them of the window guard regulation. Furthermore, landlords must give first floor tenants notice that they may also request window guards to protect the safety of their children, if the windows are more than six feet above ground or if there are other hazardous conditions that make the installation of the window guards necessary. By law the landlord may charge a tenant no more than twenty dollars (\$20.00) for each window guard installed in the tenant's apartment.<sup>(58)</sup>

## **Carbon Monoxide and Smoke Detectors**

Both one and two household dwellings as well as living space in hotels and multiple dwellings must be equipped with smoke detectors and carbon monoxide alarms. In the case of one and two family houses the requirement is enforced upon any change in occupancy or any time a permit is required for work being undertaken.<sup>(59)</sup> An owner of a one or two family house must obtain a Certificate of Smoke Detector and Carbon Monoxide Detector Alarm Compliance from the local fire official responsible for the enforcement of the Uniform Fire Safety Act. The requirement is enforced by the New Jersey Department of Community Affairs under the Regulations for the Maintenance of Hotels and Multiple Dwellings with respect to multiple dwellings.<sup>(60)</sup>

No carbon monoxide alarm is required in any building that does not contain any fuel-burning appliances and does not have an attached garage. The enforcing agency may issue a certificate for a seasonal rental unit for a period of 12 months, regardless of the number or frequency of changes in tenancy.<sup>(61)</sup>

At the request of a tenant who is deaf or hearing impaired and residing in a multiple dwelling or rooming and boarding house, the landlord must provide and install a visual alarm type carbon monoxide detector and smoke detector for that unit or, in the case of a rooming or boarding house resident, for the resident's sleeping area. The tenant should make his or her request in writing to the landlord.<sup>(62)</sup>

## **Locks**

In order for a dwelling unit to be insurable, it must be equipped with locks that meet Federal standards as described below. State law requires that every landlord of a multiple dwelling equip the building with locks meeting Federal standards. These standards are the same as those required under the New Jersey Hotel and Multiple Dwelling Regulations.

The regulations call for each exterior doorway to be protected by a door which, if not a sliding door, is equipped with a dead bolt lock using either an interlocking vertical bolt and striker, or a minimum 1/2-inch throw dead bolt, or a minimum 1/2-inch throw self-locking latch.<sup>(63)</sup> For further information on locks, write to the Code Administrator for the county the building is located in, Bureau of Housing Inspection, Department of Community Affairs, Post Office Box 810, Trenton, NJ 08625-0810, (609) 633-6240. In buildings of fewer than three (3) units, the tenant should contact the municipal building inspector or health officer for enforcement of any existing local ordinances.

## **State Heat and Utility Requirements**

The Hotel and Multiple Dwelling regulations establish heating standards for buildings with three (3) or more units. For buildings with fewer than three (3) units, tenants need to contact their local building or health offices for enforcement of local ordinances regarding heating. Every unit or dwelling space must have a heating system that will provide and maintain heat at a temperature of 68 degrees F. The landlord is responsible for maintaining a temperature of at least 68 degrees F. from October 1 to May 1, from 6:00 a.m. to 11:00 p.m. and 65 degrees F. at other hours, supplying the required fuel or energy, and maintaining the heating system in good condition so that it can provide the required amount of heat. However, a landlord and a tenant may agree that the tenant will supply heat to a dwelling unit when the unit is served by separate heating equipment and the source of that heat can be separately computed and billed.

The State Board of Public Utilities (BPU) enforces regulations that prohibit utility companies from shutting off utilities in tenant-occupied buildings whose owners have failed to make payments until tenants have been given notice and an opportunity to agree to make future payments.<sup>(64)</sup> The offices of the BPU are located at 2 Gateway Center, Newark, NJ 07102, (973) 648-2350 or 1-800-624-0241, and at 44 S. Clinton Avenue, Post Office Box 350, Trenton, NJ 08625, (609) 777-3300.

The Board of Public Utilities also handles complaints regarding diversion of service. The utility company that provides service to the rental property will provide an application for requesting a diversion of service investigation. There is no cost to have the investigation performed. If the investigation reveals that a tenant is being billed for service used by another, the landlord will be contacted to have the problem corrected.

## **Rent Receivership for Substandard Housing and Diversion of Utilities**

In the event that a dwelling unit fails to meet minimum standards of safety and sanitation, the Rent Receivership Law permits the public officer of a municipality or tenant(s) of a dwelling to petition the court for a judgment directing the deposit of rents into court and the appointment of an administrator who must use the money to correct the unsafe conditions.<sup>(65)</sup>

If a tenant's utility service has been wrongfully diverted by the owners or some other party without the consent of the tenant, and the charges are being billed to the tenant whose services have been diverted, and the owner has been notified by a public officer, the tenant or a utility company, and the owner has failed to take necessary action to correct the wrongful diversion within 30 days of receipt of the notice, the tenant may file a complaint in Superior Court for Rent Receivership (to deposit rent money with the court until the problem is corrected) or in Small Claims Court. The notice to the landlord about the wrongful diversion should be sent certified mail.<sup>(66)</sup>

## **Local Board of Health**

A local board of health has the authority to order the removal of lead paint from the interior of a dwelling unit when it causes a danger to occupants.<sup>(67)</sup> When the heating equipment in a residential unit fails and the landlord does not take appropriate action after receiving proper notice from the tenant, the local board of health may act as agent for the landlord and order the repairs necessary to restore the equipment to operating condition.<sup>(68)</sup>

For emergency action in the event of failure to provide required heat, a tenant can contact the local health officer immediately after giving, or attempting to give, notice to the landlord.

## **“Repair and Deduct” and “Rent Withholding”**

“Repair and deduct” and “rent withholding” are remedies available to a tenant when there is a defect in a “vital facility” (or a hazardous condition threatening the safety of residents). Vital facilities are those things necessary to make the apartment habitable, such as a heating system, running hot and cold water, an operating toilet, etc., or a hazardous condition threatening the safety of residents. A maintenance problem that does not make something necessary for living less usable and does not threaten residents' safety does not provide a basis for rent withholding or repair and deduct. Legal assistance or the assistance of a tenants' or mobile home organization in the use of these remedies is advisable.

The New Jersey Supreme Court has allowed the self-help remedy of “repair and deduct.”<sup>(69)</sup> A landlord promises at the beginning of a lease that the vital facilities needed to make the dwelling unit livable are in good condition and the property will be maintained. When there are defects in the vital facilities, a tenant must first notify the landlord of the situation and allow a reasonable amount of time for the landlord to make repairs or replacements. If a landlord

fails to take action, a tenant may have the repairs made and deduct the cost from future rents. However, a landlord may take a tenant to court for nonpayment of rent. As a defense, the tenant would have to prove the presence of defects, the failure of the owner to act despite having received reasonable notice, and the need to make repairs. In case the matter goes to court, the tenant will very likely be required to deposit the full amount of the rent with the court. This is not required by statute but it is the practice in some courts. If there is a finding in favor of the landlord, the unpaid rent must be paid by the end of the court day to avoid eviction.

Rent withholding was authorized when the New Jersey Supreme Court held that the obligation of a tenant to pay rent and the obligation, whether written or not, on the part of a landlord to maintain the property in a livable condition are mutually dependent.<sup>(70)</sup>

If there are defects in the vital facilities and the landlord has not fixed them after receiving proper and timely notice from the tenant, the tenant may either seek a decrease in rent by court action or simply withhold rent. A landlord may bring an eviction action for nonpayment of rent. As a defense, the tenant must prove the necessity to make repairs and the failure of the landlord to act despite having received reasonable notice. To avoid possible eviction in the event the court finds in favor of the landlord, the tenant should save the amount of money withheld so that he will be able to pay it by the end of the day. It is a good idea to set up a separate bank account for this purpose.

As to air conditioning, the Superior Court, Appellate Division has held that air conditioning that is part of the original tenancy may be considered a “vital facility,” and air conditioning failure affects the habitability of the premises.<sup>(71)</sup>

## **Multifamily Housing Preservation and Receivership**

Any interested party may bring court actions to have receivers appointed for multifamily buildings which are substandard and deteriorating. Interested parties should file a complaint in Superior Court in the county in which the building is located to have a receiver appointed to take charge and manage the building. Any receiver appointed will be under the direction and control of the court. In order for the building to be eligible for receivership it must meet one of the following criteria:

- a. The building is in violation of any State or municipal code to such an extent as to endanger the health and safety of the tenants as of the date of the filing of the complaint with the court, and the violation(s) have persisted, unfixed for at least 90 days; or
- b. The building is the site of a clear and convincing pattern of recurrent code violations, which may be shown by proofs that the building has been cited for such violations at least four (4) separate times within the prior 12 months or six (6) separate times within the preceding two (2) years and the owner has failed to take action.<sup>(72)</sup>

## Public Housing Maintenance

Public Housing Authority leases must contain the rights and responsibilities of both the Authority and the tenant in the event there is extensive damage to a property and conditions are created that are hazardous to life, health, or safety of the occupants. A lease must include a provision for standard alternative accommodations, if available, where necessary repairs cannot be made within a reasonable time. For more information regarding public housing you may contact the, U.S. Department of Housing and Urban Development, (HUD), New Jersey State Office, 1 Newark Center, Attn: Public Housing, 12th Floor, Newark, N.J. 07102-5260, (973) 622-7900.

## Federal Lead-Based Paint Disclosure

Under rules adopted jointly by the U.S. Environmental Protection Agency (EPA) and the U.S. Department of Housing and Urban Development (HUD) in 1994, landlords of certain types of buildings must notify prospective tenants of lead-based paint hazards in the dwelling they wish to rent and provide them with information about the identification and control of such hazards. More specifically, if the dwelling to be rented was built before 1978, contains bedrooms and is to be rented for more than 100 days, the landlord must provide the tenant, before the lease is signed, an EPA pamphlet entitled "Protect Your Family from Lead in Your Home."

In addition, the landlord must ensure that the lease agreement includes a federal disclosure form. On the form, the landlord must state whether he or she is aware of the presence of any lead-based paint or lead based hazards in the property. If the landlord has a lead evaluation report of the property, the report must be attached to the form.

Should the disclosure form state that the landlord knows of no lead-based paint or lead-based paint hazard, THE DWELLING MAY NOT BE LEAD-SAFE. The Federal regulations only require landlords to disclose known lead hazards. They do not require landlords to conduct any investigations to determine whether there are lead-based paint hazards in their rental properties. Therefore, the fact that the landlord is unaware of a lead hazard does not mean that one does not exist. Lead-based paint hazards may still be present and, if they are, young children residing in those buildings are at risk of childhood lead poisoning.

Housing for the elderly or persons with disabilities are exempt from this disclosure requirement unless a child under the age of six (6) resides with such persons. For specific questions about childhood lead poisoning or single copies of the pamphlet titled "Protect Your Family from Lead in Your Home," forms and rules, call the National Lead Information Clearinghouse (NLIC) at (800) 424-5323 (LEAD) or (800) 526-5456 for the hearing impaired. Requests can be faxed to (202) 659-1192, and information can also be found on the HUD Office of Healthy Homes and Lead Hazard Control website, which is: <http://www.hud.gov/offices/lead/>.

For bulk copies of the "Protect Your Family from Lead in Your Home" (Stock number 055-000-00507) pamphlet, call (202) 512-1800. Camera-ready copies of the pamphlet are also available.

## Lead-Based Paint

Multiple Dwellings and one-and two-family tenant occupied residential buildings, including all common areas, constructed before 1978, are required to undergo a combined inspection and risk assessment, and lead hazard control work or periodically treat the property for lead-based paint hazards. However, this rule does not apply to the following: a dwelling unit that has been certified as having a lead-free interior; an owner-occupied dwelling unit; a seasonal dwelling unit which is rented for less than six (6) months' duration each year; or housing for the elderly or a residential property designed exclusively for persons with disabilities, unless a child less than six (6) years of age is expected to reside in the dwelling unit. The owner must post a notice advising tenants to report deteriorated paint and shall respond to any reported problem within 30 days. The notice shall include the landlord's name, address, and telephone number. However, the owner shall respond to any report of deteriorated paint within three (3) days if there is a pregnant woman or child under the age of six (6) in the unit or if the problem is in a common area.<sup>(73)</sup> The Bureau of Housing Inspection is responsible for the inspection of multiple dwellings.

Tenant notification and owner response requirements are as follows: Owners shall distribute the pamphlet for Lead Safe Maintenance prior to commencement of repair work that will disturb more than two (2) square feet of lead-based paint, unless the tenant has received the pamphlet within the last 12 months.<sup>(74)</sup> The pamphlet may be obtained by contacting the Bureau of Housing Inspection, P.O. Box 810, Trenton, N.J. 08625, (609) 633-6219 or at [www.nj.gov/dca/codes/](http://www.nj.gov/dca/codes/).

Occupants will not be permitted to enter the worksite during hazard reduction activities, and will be temporarily relocated to a safe and similarly accessible dwelling unit, unless the treatment will not cause a hazard. The occupant's belongings must also be moved from the contaminated area or protected by an impermeable covering. A warning sign shall be posted at each entry to a room where hazard reduction activities are conducted when occupants are present; or at each main and secondary entryway to a building from which occupants have been relocated.<sup>(75)</sup>

If a child tests positive for lead poisoning and is removed from his or her home under an order by a State agency or local agency due to housing code or health code violations, the residents may be eligible for relocation assistance, through the Emergency Lead Poisoning Relocation Fund. You may call (609) 292-2528 for more information.<sup>(76)</sup>

Property owners who have lead-based paint hazards in their residential rental units may be eligible for financial assistance through the Lead Hazard Control Assistance Fund. For more information on this fund or for a list of lead safe housing in New Jersey, you may call (1-877-DCA-LEAD).<sup>(77)</sup>

## Posting of Drinking Water Test Results

### 1. Public Water Systems:

Public water systems are defined as those having at least 15 service connections or regularly serve an average of at least 25 individuals daily at least 60 days or more out of the year.<sup>(78)</sup>

The owner of a multiple dwelling who is required to prepare a Consumer Confidence Report pursuant to the "Safe Drinking Water Act Amendments of 1996," (42 U.S.C.S. 300F et al.), or who receives a Consumer Confidence Report from the owner or operator of a public community water system, shall post each Consumer Confidence Report it prepares or receives in each common area routinely used by tenants living in a multiple dwelling unit or, if there is no common area routinely used by tenants, the owner of the multiple dwelling must transmit a copy of the Consumer Confidence Report to each dwelling unit.

The owner of a multiple dwelling unit who is a supplier of water but is not required to prepare a Consumer Confidence Report pursuant to the "Safe Drinking Water Act Amendments of 1996," and who is required to conduct tests of its drinking water by the Department of Environmental Protection, must post a chart setting forth the results of the water tests, including the level of detection and, as appropriate for each contaminant, the maximum contaminant level, highest level allowed, action level, treatment technique, or other expression of an acceptable level, for each contaminant, in each common area routinely used by the tenants living in a multiple dwelling unit, or, if there is no common area routinely used by the tenant, the owner of the multiple dwelling unit must transmit a copy of the chart to each dwelling unit. The chart also must include in bold print the statement required to be included in a Consumer Confidence Report.<sup>(79)</sup>

### 2. Private Water Systems:

Private water systems are defined as any water system that does not meet the definition of a public water system.

The Private Well Testing Act, requires private potable wells to be tested in accordance with the law and both buyer and seller must certify in writing that they have reviewed the water test results. In addition, all lessors (landlords) of property supplied by a private potable well must sample in accordance with the law and provide a copy of the test results to all tenants of the property. Testing is required at least once every five (5) years. The landlord is required to provide a copy of new test results to each rental unit within 30 days of receiving those results. Any new tenant of a rental unit is to be provided a written copy of the most recent test results by the landlord.<sup>(80)</sup> The New Jersey Department of Environmental Protection will notify local health authorities of failed well tests. For further information or questions about the Private Well Testing Act, contact the New Jersey Department of Environmental Protection (NJDEP), 401 East State Street, Post Office Box 426, Trenton, New Jersey 08625-0426, (609) 292-5550.

## Flood Plain Notification Requirement

Landlords of residential properties, with some exceptions, must notify tenants or prospective tenants when the rental property has been determined to be in a flood zone or area.<sup>(81)</sup>

### Crime Insurance Information

The Federal Crime Insurance Program summarized in past editions of this booklet is no longer available. Crime insurance is available through the New Jersey Underwriters Association, Crime Insurance Indemnity Plan. To apply for crime insurance, contact the New Jersey Underwriters Association, Crime Insurance for Habitable Property, 744 Broad Street, Newark, New Jersey, 07102 directly for an application. This insurance is applicable to theft and/or burglaries. A tenant may also purchase renter's insurance from a private insurance company to cover damages to his or her personal property.

## EVICTION

A landlord may recover possession of a dwelling unit used as a residence only by consent of the tenants or through the legal process of eviction. When a landlord obtains a judgment of possession from a court, the landlord is entitled to a warrant of removal. This warrant will direct an officer of the court to remove all persons from the dwelling unit and give the landlord full possession. The warrant may also direct the officer of the court to remove the tenants' belongings. It is the landlord's responsibility to obtain the warrant for removal and have it enforced.

### "Self-help" Evictions

"Self-help" evictions, that is, entry into a dwelling unit and removal of tenants without their consent or without a judgment from a court, are not permitted in New Jersey under any circumstances. A landlord or any other person who enters an apartment or property without a court order authorizing such entry and/or holds a tenant's belongings unlawfully by force or threat of monies owed may be liable for damages to the tenant.<sup>(82)</sup>

A landlord or his agent may not padlock, disconnect utilities or otherwise block entry to a rental premises while the tenant still lives there. Also, the removal of a tenant's belongings from a premises by a landlord after the eviction may be done only in accordance with the Abandoned Property Law.<sup>(83)</sup> Only an officer of the court can legally physically evict a tenant, after a judge has issued a Warrant for Removal. If the landlord attempts a self-help eviction, the tenant should call the police. After the landlord has been warned by the police or other public official about the illegality of the self-help eviction, if the landlord continues to proceed to illegally evict the tenant or refuses to immediately give possession back to the tenant, the landlord may be charged as a disorderly person.<sup>(84)</sup>

A person who is illegally evicted may file a complaint with the Clerk of the Landlord-Tenant Section, Special Civil Part of the Law Division, or the Chancery Division, of the Superior Court, in the county in which the act was committed. In a successful action by a tenant evicted through forcible entry and detainer, the court may award possession of the dwelling unit and all damages, including court costs and reasonable attorney fees. If the dwelling unit cannot be returned to the tenant, the court may award damages.<sup>(85)</sup>

## Causes for Eviction

The New Jersey Eviction Act applies to all residential rental properties, including mobile homes, and land in a mobile home park, except owner-occupied two- or three-family dwellings, hotels, motels, and other dwellings housing transient or seasonal tenants. Permanently occupied units held in trust on behalf of a developmentally disabled immediate family member are also exempt.<sup>(86)</sup> The Rooming and Boarding House regulations adopted by the Department of Community Affairs make it applicable to rooming and boarding houses as well and also provide that notice for residents of those buildings must be given to the county welfare board three (3) days before an eviction action is instituted.<sup>(87)</sup>

The Supreme Court decision in the case of Chase Manhattan v. Josephson, 135 NJ 209 (1994) imposes upon a foreclosing mortgagee the obligation to comply with the Fair Cause for Eviction Act.

There are a number of causes for eviction. Each cause, except for nonpayment of rent, must be described in detail by the landlord in a written notice to the tenant.<sup>(88)</sup> No residential landlord may evict or fail to renew a lease, whether written or oral, unless the landlord can prove in court one (1) of the causes listed below.<sup>(89)</sup> Depending on the cause, a certain amount of time must pass after delivery of written notice before a landlord may begin eviction action by filing a complaint in the Landlord-Tenant Section, Special Civil Part of the Superior Court Law Division in the county where the building is located. When a complaint is filed, a tenant will receive a summons to appear in court on a certain date. FAILURE TO APPEAR MAY RESULT IN LOSING THE CASE BY DEFAULT.

In some cases as indicated in the Eviction Law, a landlord is required to give a tenant a preliminary written notice (“Notice to Cease”) to stop certain acts. The “Notice to Cease” must be specific in detail, and demand that the tenant stop or face eviction. Only when a tenant continues such acts after the first notice does a landlord have a cause for eviction. In some cases, as indicated, the landlord must send a second written notice. The second written notice is usually titled “Notice to Quit”. A “Notice to Cease” must come first in order to warn the tenant that such action as habitual late payments or the causes in B, D, or E below, are no longer acceptable, and, if continued, will serve as a cause for eviction.

A. A TENANT FAILS TO PAY RENT, due and owing under the lease whether the lease is oral or written; provided that, for the purpose of this section, any portion of rent unpaid by a tenant to a landlord but utilized by the tenant to continue utility service to the rental premises after receiving notice from an electric, gas, water or sewer public utility that such service was in danger of discontinuance based on nonpayment by the landlord, shall not be deemed to be unpaid rent. No written notice is required and legal action may be instituted immediately.

B. A TENANT CONTINUES DISORDERLY CONDUCT that denies peace and quiet to other tenants or to other people in the neighborhood after a written notice to cease. Requires Notice to Cease - legal action may be instituted three (3) days after a written Notice to Quit.

C. A TENANT CAUSES DESTRUCTION, DAMAGE, OR INJURY to the premises willfully or through gross negligence. Legal action may be instituted three (3) days after a written Notice to Quit.

D. A TENANT CONTINUES TO VIOLATE ANY REASONABLE RULES AND REGULATIONS after written notice to cease. The rules and regulations must have been accepted in writing by the tenant or made part of the lease at the beginning of the lease term. Requires Notice to Cease – legal action may be instituted one (1) month after a second written notice.

Note: Month to month leases begin on the day rent is due and end one (1) month later. Any rules or regulations for this type of tenancy would be given on or before the start of the new month and continue after that.

E. (1) A TENANT CONTINUES A SUBSTANTIAL BREACH OF ANY REASONABLE COVENANT OR AGREEMENT in a lease after a written notice to stop. The covenant or agreement must have been contained in the lease at the beginning of the lease term. Requires Notice to Cease – legal action may be instituted one (1) month after a second written notice.

E. (2) A TENANT OF PUBLIC HOUSING CONTINUES TO SUBSTANTIALLY VIOLATE OR BREACH ANY OF THE COVENANTS OR AGREEMENTS contained in the lease pertaining to illegal uses of controlled dangerous substances, or other illegal activities. The covenant or agreement must have been contained in the lease at the beginning of the lease term. Legal action may be instituted one (1) month after a written Notice to Quit.

F. A TENANT FAILS TO PAY RENT AFTER A VALID NOTICE TO QUIT AND NOTICE OF RENT INCREASE. The increase must not be unconscionable and must comply with any municipal ordinances governing rent increases. No written notice is required and legal action

may be instituted immediately. Note: The Notice to Quit the premises that accompanies a rent increase notice does **not** mean that the tenant must actually leave the unit, although he or she may have to do so if the court determines that the rent increase is not unconscionable, or that the landlord is bringing an eviction action.

*Note: Tenants evicted under the following "G" provisions may be eligible for financial and other assistance for relocation, provided the tenant did not cause the violations or illegal occupancy. If they are eligible, this assistance must be provided before they can be evicted. Copies of the Eviction/Relocation Regulations can be obtained from the Landlord-Tenant Information Service, Post Office Box 805, Trenton, NJ 08625-0805, or fax your request to (609)984-7954. Information on relocation assistance can be obtained from the Relocation Assistance Program<sup>(90)</sup> of the Division of Codes and Standards, Post Office Box 802, Trenton, NJ 08625-0802, (609) 984-7609.*

G. (1) A LANDLORD OR OWNER WHO HAS BEEN CITED FOR VIOLATIONS OF LOCAL OR STATE CODES WANTS TO PERMANENTLY BOARD UP OR DEMOLISH the premises or can prove it is economically unfeasible for the owner to eliminate the violations. Legal action may be instituted three (3) months after a written Notice to Quit. No warrant for possession will be issued until the requirements of the Relocation Law have been met.

G. (2) A LANDLORD OR OWNER HAS BEEN CITED FOR VIOLATIONS OF LOCAL OR STATE CODES AND IT IS NOT FEASIBLE TO REMEDY THE CONDITIONS WITHOUT REMOVING THE TENANTS. Legal action may be instituted three (3) months after a written notice. No warrant for possession will be issued until the requirements of the Relocation Laws have been met. In addition, the landlord must give notice to the Department of Community Affairs, Landlord-Tenant Information Service, Post Office Box 805, Trenton, NJ 08625-0805, so that the Department may prepare a report advising the court and the parties as to the feasibility of remedying the conditions without removing the tenants.

Tenants evicted under this G(2) may be eligible for financial and other assistance for relocation. If eligible, this assistance must be provided before the tenant can be evicted. Information on relocation assistance should be obtained from your local municipality's relocation office, if your municipality does not have a relocation office, you may contact the Relocation Assistance Program of the Division of Codes and Standards, P.O. Box 802, Trenton, New Jersey 08625-0806, (609) 984-7609.

G. (3) A LANDLORD OR OWNER WHO HAS BEEN CITED FOR VIOLATION OF LOCAL OR STATE CODES SEEKS TO CORRECT AN ILLEGAL OCCUPANCY. Legal action may be instituted three (3) months

after a written notice. No warrant for possession will be issued until the requirements of the Relocation Law have been met.

Any tenant evicted under G(3) is entitled to relocation assistance in an amount equal to six (6) times the tenant's monthly rent. The landlord is responsible for paying the tenant's relocation expenses. Any tenant who does not receive the required payment from the landlord at least five (5) days prior to his or her removal from the premises, may receive payment from a revolving relocation assistance fund established by the municipality. The landlord will be required to repay the money to the municipality. (Pursuant to N.J.S.A. 2A:18-61.1g.)

However, if the municipality has not established a relocation assistance fund, and the landlord does not pay the relocation funds within the required time, interest will accrue on the unpaid balance at the rate of 18% per year until the amount due, including interest, is paid in full to the tenant. The amount due to the tenant is a lien on the property. The tenant may file a lien statement with the county clerk or registrar in order to enforce the lien. (Pursuant to N.J.S.A. 2A:18-61.1h.)

G. (4) A LANDLORD OR OWNER IS A GOVERNMENTAL AGENCY THAT WANTS TO REMOVE THE PROPERTY FROM THE RENTAL MARKET TO CARRY OUT A REDEVELOPMENT OR LAND CLEARANCE PLAN. Legal action may be instituted three (3) months after a written notice. No warrant for possession will be issued until the requirements of the Relocation Law have been met.

H. AN OWNER IS PERMANENTLY REMOVING A BUILDING OR A MOBILE HOME PARK FROM RESIDENTIAL USE. Legal action may be instituted 18 months after written notice. When a written lease is in effect, no legal action may be taken until the lease expires.

I. A LANDLORD OR OWNER AT THE TERMINATION OF A LEASE PROPOSES REASONABLE CHANGES OF SUBSTANCE IN THE TERMS OR CONDITIONS OF THE LEASE (WHICH COULD INCLUDE A CHANGE IN TERM) AND THE TENANT REFUSES TO ACCEPT THE CHANGES AFTER RECEIVING A WRITTEN NOTICE DESCRIBING THE CHANGES. Requires Notice of changes; legal action may be instituted one (1) month after a second written notice.

J. A TENANT HABITUALLY AND WITH OUT LEGAL JUSTIFICATION PAYS RENT LATE after receiving a written notice to cease paying rent late. If the tenant pays rent late two (2) or more months after the written notice to cease, the landlord may give the tenant a one (1) month Notice

to Quit. Legal action may be instituted one (1) month after the written Notice to Quit.

*Note: The Courts have ruled that habitual late payments means more than one (1) late payment following the Notice to Cease. Also the N.J. Appellate Court and Supreme Court ruled that a landlord after giving a tenant a notice to cease late payments, must continue to give the tenant reasonable and sufficient notice when accepting further late payments, that continued late payments from the tenant would result in an eviction action. If the landlord does not give this continued notice, the original Notice to Cease given to the tenant may be considered waived by the Court.<sup>(91)</sup>*

K. A LANDLORD OR OWNER OF A BUILDING IS CONVERTING FROM THE RENTAL MARKET TO A CONDOMINIUM OR COOPERATIVE OR FEE SIMPLE OWNERSHIP. Legal action may be instituted three (3) years after written notice, except that tenants who qualify for protection under the Senior Citizens and Disabled Protected Tenancy Act (see below) cannot be evicted for 40 years. When a lease is in effect, no legal action may be taken until the lease expires. The landlord must comply with the regulations governing conversion to condominiums and cooperatives. At any time within 18 months of receiving notice demanding possession of the unit, a tenant may request, in writing, that the landlord provide an opportunity to rent comparable housing. "Comparable housing" is housing that is decent, safe and sanitary and does not violate any housing codes; that is open to all people regardless of race, religious principles, color, national origin, ancestry, marital status, affectional or sexual orientation, familial status, disability, nationality, sex; or source of lawful income used for rental payments; that is similar to the unit from which the tenant is being evicted with regard to size, number of rooms, rent range, major kitchen and bathroom facilities and any special facilities needed for a handicapped or infirm person; is located in an area that is as desirable with regard to closeness to the tenant's job or business, closeness to shopping and community facilities and the quality of the general surroundings; and that meets such additional reasonable requirements as the tenant has included in his or her written request for comparable housing. Up to five (5) one-year stays of eviction may be granted by the court until the court is satisfied that the tenant has been offered a reasonable opportunity to examine and rent comparable housing, except that not more than one (1) one-year stay shall be granted if the landlord allows the tenant five (5) months' free rent as compensation for hardship in relocation. Further information concerning condominium and cooperative conversion and application for senior citizen and disabled protected tenancy may be obtained by writing to the Landlord-Tenant Information Service, Post Office Box 805, Trenton, NJ 08625-0805, or fax your requests to (609) 984-7954.

L. (1) AN OWNER OF A BUILDING OR MOBILE HOME PARK THAT IS CONSTRUCTED AS OR IS BEING CONVERTED TO, A CONDOMINIUM, COOPERATIVE OR FEE SIMPLE OWNERSHIP of units has contracted to sell the unit to a buyer who wants to occupy it. (The tenant must have moved in after the recording of the condominium master deed, cooperative agreement or subdivision map.) Legal action may be instituted two (2) months after written notice. (When a lease is in effect, no legal action may be taken until the lease expires). In addition, the Statement concerning conversion as required by law must have been provided to the tenant.<sup>(92)</sup>

L. (2) AN OWNER OF THREE (3) OR FEWER CONDOMINIUM OR COOPERATIVE UNITS IN A BUILDING WANTS TO PERSONALLY OCCUPY THE UNIT OR HAS SOLD IT TO A BUYER WHO WISHES TO PERSONALLY OCCUPY IT. The tenant must have moved in after the recording of the master deed or cooperative agreement and must have rented the unit from an owner of three (3) or fewer units. Legal action may be instituted two (2) months after written notice. When a lease is in effect, no legal action may be taken until it expires.

L. (3) AN OWNER OF A BUILDING WITH THREE (3) OR FEWER UNITS WISHES TO PERSONALLY OCCUPY A UNIT OR HAS CONTRACTED TO SELL THE BUILDING TO A PERSON WHO WISHES TO PERSONALLY OCCUPY IT and the contract calls for the unit to be vacant at closing. Legal action may be instituted two (2) months after written notice. When a lease is in effect, no legal action may be taken until it expires.

M. A LANDLORD OR OWNER CONDITIONED A TENANCY UPON THE TENANT'S EMPLOYMENT by the landlord as a superintendent, janitor or in some other capacity and the employment is being terminated. Legal action may be instituted three (3) days after written notice.

N. THE PERSON HAS BEEN CONVICTED OF OR PLEADED GUILTY TO AN OFFENSE UNDER THE "COMPREHENSIVE DRUG REFORM ACT OF 1987" INVOLVING THE USE, POSSESSION, MANUFACTURE, distribution of a controlled dangerous substance, controlled dangerous substance analog or drug paraphernalia within or upon the leased premises, the building, the complex of buildings or the land appurtenant thereto. This cause for eviction is also applicable to a juvenile adjudicated delinquent on the basis of an act that, if committed by an adult, would constitute an offense under the act unless the offense is use or possession. This cause of eviction does not apply to a person who has either successfully completed or been admitted to and continued upon probation while completing a drug rehabilitation program, but it does apply to a person who allows someone who has been convicted or pleaded guilty to such

offense to occupy the leased premises. Legal action may be brought three (3) days after a written notice. Except that this subsection shall not apply to a person harboring or permitting a juvenile to occupy the premises if the juvenile has been adjudicated delinquent upon the basis of an act which if committed by an adult would constitute the offense of use or possession under the said "Comprehensive Drug Reform Act of 1987." Legal action may not be brought where more than two (2) years has passed since the person's release from incarceration, the date of the adjudication, or the date of the conviction, whichever is later.

- O. THE PERSON HAS BEEN CONVICTED OF OR PLEADED GUILTY TO AN OFFENSE UNDER THE LAW INVOLVING ASSAULT, OR TERRORIST THREATS against the landlord, a member of the landlord's family or an employee of the landlord. A tenant may also be evicted if he or she knowingly harbors or permits a person who has been convicted of or pleaded guilty to these offenses to occupy the premises. This cause for eviction is also applicable to juveniles. Legal action may be brought three (3) days after a written notice. Legal action may not be brought where more than two (2) years has passed since the person's release from incarceration, the date of the adjudication, or the date of the conviction, whichever is later.
- P. THE PERSON HAS BEEN FOUND LIABLE IN A CIVIL ACTION FOR REMOVAL COMMENCED UNDER THE EVICTION LAW FOR AN OFFENSE UNDER (N), (O) or, (Q), being the tenant or lessee of such leased premises permits or permitted a person who has committed such an offense to occupy the premises. Except that this subsection shall not apply to a person harboring or permitting a juvenile to occupy the premises if the juvenile has been adjudicated delinquent upon the basis of an act which if committed by an adult would constitute the offense of use or possession under the said "Comprehensive Drug Reform Act of 1987." Legal action may be brought three (3) days after a written notice.
- Q. THE PERSON HAS BEEN CONVICTED OF OR PLEADED GUILTY TO AN OFFENSE INVOLVING THEFT OF PROPERTY FROM THE LANDLORD, THE LEASED PREMISES OR OTHER TENANTS RESIDING IN THE SAME BUILDING OR COMPLEX; or, being the tenant or lessee of such premises, permits a person who has been so convicted or has so pleaded to occupy those premises. This cause for eviction is also applicable to a juvenile adjudicated delinquent on the basis of an act which if committed by an adult would constitute an offense for theft of property from the landlord, the leased premises or other tenants residing in the same building or complex. Legal action may be brought three (3) days after a written notice.

## **Evictions for Owner-Occupied Two- and Three-Family Dwellings**

Tenants of landlord-occupied two- and three-family dwellings can be removed only when a court issues an order for eviction. However, in these cases, the landlord must only show that the tenant (a) is staying after the expiration of the term of the lease, (b) is staying after a failure to pay rent, (c) is disorderly so as to destroy the peace and quiet of other tenants, (d) willfully destroys or damages the premises, (e) constantly violates the written rules and regulations or (f) violates any lease provision where the lease reserves a right of re-entry for such violations. A three (3) month notice to quit must be given if an at will tenancy or year-to-year tenancy exists. A one (1) month notice to quit is required for a month-to-month tenancy and other types of tenancies are entitled to a one (1) term notice to quit.<sup>(93)</sup> No further notice is required before bringing action in court to evict in the case of a tenant staying after a failure to pay rent. A three (3) day written notice is required for any of the causes described as disorderly, destructive or violative of written rules or lease provisions.<sup>(94)</sup>

## **Rooming and Boarding House Evictions**

The Regulations Governing Rooming and Boarding Houses, which are enforced by the Bureau of Rooming and Boarding House Standards of the Department of Community Affairs, require owners of rooming and boarding houses to follow the good causes and notice requirements of the Eviction Law<sup>(95)</sup> when evicting residents, except if otherwise ordered by the Bureau. There is a further requirement that the owner give at least three (3) days' notice to the County Welfare Board before starting the eviction action.<sup>(96)</sup>

Any building having at least two (2) living units occupied by persons unrelated to each other without private kitchens and bathrooms is a rooming or boarding house if it does not meet one (1) of the exceptions in the Rooming and Boarding House Act.<sup>(97)</sup> These exceptions include hotels with more than 85 percent temporary occupancy by people with homes elsewhere, school and college dormitories, buildings housing only college students and certain residences for the disabled. For additional information concerning rooming and boarding houses, contact the Bureau of Rooming and Boarding House Standards, Post Office Box 804, Trenton, NJ 08625-0804, (609) 633-6251.

## **Public Housing Evictions**

Public housing authorities must follow State laws regarding evictions as well as the regulations of the U.S. Department of Housing and Urban Development (HUD). In the case of an eviction, a public housing tenant may request a hearing from the housing authority after receiving a notice of termination of tenancy. A housing authority may not begin an eviction action in court until the decision of the hearing officer or the hearing panel has been mailed or delivered to the tenant and a notice to vacate has been served.

## Penalties for Eviction Law Violations

When a tenant vacates a dwelling unit after having been given notice that the landlord wishes to personally occupy the unit the landlord must occupy the unit for at least six (6) months. If instead the landlord permits personal occupancy of the unit by another tenant or registration of conversion of the property to a condominium or cooperative, the landlord is liable to the former tenant for three (3) times the damages suffered plus attorney fees and costs.

When a tenant vacates a dwelling unit after having been given notice that the landlord seeks to permanently board up or demolish the building or to permanently retire it from residential use, the landlord must not use this property for residential use for a period of five (5) years. If the landlord allows any residential use of the unit during the five (5) year period from the date the unit became vacant, the landlord, or the former landlord, may be liable to the tenant for three (3) times the damages plus attorney fees and costs. Additionally, the landlord or former landlord may be liable for a civil penalty up to \$10,000.00 for each violation of this law and the property may not be registered as a planned real estate development during the five-year period following the date on which any dwelling unit in the property became vacant as a result of an eviction notice stating that the property was being permanently removed from residential use.<sup>(98)</sup>

## Reprisal-Civil Rights of Tenants

A landlord cannot take reprisal against a tenant by eviction, substantial alteration of a lease or its terms, or refusal to renew a lease when a tenant exercises certain civil rights.<sup>(99)</sup> The law against reprisal applies to all rental properties used for dwelling purposes, including mobile homes, except owner-occupied two- or three-family dwellings.

These civil rights are:

1. A tenant attempts to enforce any rights under the lease or State or local laws.
2. A tenant has made a good faith complaint to a governmental authority about a landlord's violation of any health or safety law, regulation, code, or ordinance. A tenant must have first notified the landlord in writing and given the landlord a reasonable time to correct the violation before making the complaint.
3. A tenant has been an organizer, or member, of any lawful organization, including a tenant organization.
4. A tenant refuses to comply with changes in the lease or agreement, if the change(s), have been made by the owner because the tenant took any of the above actions. If a landlord does take reprisal action, the tenant may sue the landlord for damages in a civil action.

## Procedures for Recovery of Premises

A landlord may recover possession of a dwelling unit through a summary dispossession action in the Landlord-Tenant Section, Special Civil Part of the Superior Court Law Division in the county where the building is located. Monetary damages must be recovered in a separate civil action in Superior Court. Actions for rent in the Special Civil Part cannot exceed \$15,000.00.

When a landlord obtains a judgment for possession from the Special Civil Part, the warrant of removal cannot be issued until three (3) days after the judgment and only between the hours of 8:00 a.m. and 6:00 p.m. The warrant of removal cannot be executed until a minimum of three (3) days and two (2) days for seasonal tenants in buildings with five (5) or fewer units, have elapsed since it was issued.<sup>(100)</sup> The Fair Eviction Notice Act requires any warrant for removal to include a notice that the tenant has a right to request more time (called a "stay of execution").<sup>(101)</sup> The court will continue the case for up to 10 days after the execution of the warrant for the purpose of hearing applications by the tenant for lawful relief.

## SENIOR CITIZENS AND DISABLED TENANTS IN CONDOMINIUM OR COOPERATIVE CONVERSION

### Senior Citizens and Disabled Protected Tenancy

The Senior Citizens and Disabled Protected Tenancy Act<sup>(102)</sup> protects senior citizens who meet certain eligibility requirements. To qualify, tenants must be: (1) at least 62 years of age before the date of the conversion recording of the condominium or cooperative; or (2) permanently disabled; or (3) honorably discharged from any military service under certain circumstances from any branch of the U.S. Armed Forces and disabled at 60% or higher resulting from said service and, (4) lives in a building being converted to a condominium, cooperative; or fee simple ownership of units at least one (1) year prior to the conversion recording date. Tenants may be protected from eviction for 40 years if their family income is not more than three (3) times the average per person income in their county or \$50,000.00, whichever is greater. The date the conversion is recorded is the date on which a master deed or deed to a cooperative corporation, or a subdivision deed or map legally establishing separate lots, is filed. The landlord or converter is required to notify all tenants of their right to file for protected tenancy if they may be eligible. Generally, applications for protected tenancy must be filed with the designated municipal official or the administrative agent within 60 days, although later filings may be accepted if there is good reason for the late filing and the conversion has not yet taken place. Tenants in Hudson County may be eligible for additional protected tenancy established under the Tenant Protection Act of 1992. For copies of the law, regulations or forms, landlords or converters, tenants and local officials may write to the Landlord-Tenant Information Service, Post Office Box 805, Trenton, New Jersey 08625-0805, or fax your request to (609) 984-7954. For help in filling out the forms, a tenant should contact the appropriate municipal administrative agent who sent the forms to him or her.

## Tenant Protection Act of 1992

The Tenant Protection Law of 1992<sup>(103)</sup> amendment extends protections to qualified tenants in qualified counties in buildings converted or being converted who were not eligible for Protected Tenancy as either Senior Citizens or Disabled Persons under the “Senior Citizens and Disabled Protected Tenancy Act of 1981.” At the present time, the only qualified county is Hudson County. Tenants in Hudson County with questions or in need of assistance in filling out the required forms should contact the Administrative Agent of their municipality.

## Disclosure Statement To Senior Citizen Housing Residents

Every landlord of a senior citizen housing project and every landlord of a unit within a senior citizen housing project that is a planned unit development, shall, upon signing or renewal of a lease, give a copy of the Truth-In-Renting Statement and the Landlord Identity Statement, as well as a Statement that sets forth the telephone numbers of the State and local offices for the municipality designated to receive reports of housing emergencies and complaints. If the project is organized or operated as a planned real estate development, the governing board or body must provide copies of the Public Offering Statement registered with the New Jersey Department of Community Affairs, along with a copy of the current bylaws. The tenant must sign a receipt for these Statements and documents. The Statements and documents must be posted in one (1) or more locations accessible to the tenants.<sup>(104)</sup>

## ENDNOTES FOR TRUTH-IN-RENTING

1. N.J.S.A. 9:17B-1 (1973) Legal Age Requirement
2. N.J.S.A. 56:12-2 (1980) Plain Language Review Law
3. N.J.S.A. 46:8-43 thru 50 Truth in Renting Act
4. 155 NJ 212(1998) Community Realty v. Harris, Impermissible late fees & attorney's fees
5. N.J.S.A. 2A:42-103 thru 113 Pets In Senior Citizen Housing Project Law
6. N.J.S.A. 46:8-48 (1976) Truth In Renting Act
7. N.J.S.A. 48:5A-49/47 C.F.R. 1.400 CATV Law/Antennas and Satellite Dishes
8. N.J.S.A. 46:8C-2 thru 21 Mobile Home Park/Private Residential Leasehold Communities
9. N.J.S.A. 2A:18-61.3a Eviction Law
10. N.J.S.A. 46:8C-10 thru 21 Mobile Home Park/Private Residential Leasehold Communities
11. N.J.S.A. 2A: 18:61.3 Eviction Law
12. N.J.S.A. 46:8-9.2 Lease Termination Due To Disabling Illness Or Accident
13. N.J.S.A. 46:8-9.2 Right To Terminate Lease Due to Disabling Illness Or Accident
14. N.J.S.A. 46:8-9.1 Death of Lessee
15. 74 N.J. 446(1977) Sommer v. Kridel - Mitigate damage court dec.
16. 53 N.J. 444 (1969) Reste Realty Corp. v. Cooper
17. N.J.S.A. 2A:42-5 Hold Over Tenant Law/ Double Rent
18. 50 U.S.C. APP. 531 Service Members Civil Relief Act

19. N.J.S.A. 46:8-26
20. N.J.S.A. 46:8-21.2
21. 380 N.J. Super. 46 (2005)  
121 N.J. Super. 401(1972)
22. N.J.S.A. 46:8-19-1.(d)
- 23 & 24 N.J.S.A. 46:8-19-1.(c)
25. & 26 N.J.S.A. 46:8-21.1
27. 287 N.J. Super. 546 (1996)

28. N.J.S.A. 46:8- 21
29. Court Rule R. 6:11
30. N.J.S.A. 46:8-25
31. 201 N.J. Super. 1 (A.D. 1985)

32. N.J.S.A. 2A:42-107
33. N.J.S.A. 10:5-12 (g) (h)
34. N.J.S.A. 10:5-5n.
35. 42 U.S.C. 3601
36. N.J.A.C. 13:13-3.4(f)
37. N.J.S.A. 56:8-2
38. N.J.S.A. 56:8-19
39. N.S.J.A. 2A:18-61.1(c)
40. N.J.S.A. 2A:18-61.2 (a)
41. N.J.S.A. 2C:17-3
42. N.J.S.A. 2A:18-82

43. 15 U.S.C. s.1681m

44. N.J.S.A. 2A:42-5
45. N.J.S.A. 2A:42-6.1 thru 6.3
46. N.J.S.A. 2A:33-1 thru 23
47. Court Rule R. 4:51-1 thru 4:51.5
48. 120 N.J. Super. 286 (1973)

49. N.J.S.A. 2A:42-84.5
50. N.J.S.A. 2A:18-61.1(f)
51. 294 N.J. Super. 601 (App. Div. 1996)
52. N.J.S.A. 2A:18-61.31
53. N.J.S.A. 54:4-6.2 thru 6.3  
N.J.A.C. 5:33-3.1 thru 3.10
54. & 55. N.J.S.A. 46:8-27 thru 37
56. 56 N.J. 130 (1970)
57. N.J.A.C. 5:10-5.1 (c)

58. N.J.A.C. 5:10-27.1 (c) and (d)
59. N.J.S.A. 52:27D-192
60. N.J.A.C. 5:10-28.1
61. N.J.A.C. 5:70-2.3, 2.9 & 4.19
62. N.J.A.C. 5:10-28.1, 5:27-14.1 & 5:70-4.9

- Security Deposit Law  
Security Deposit Law  
Chatterjee v. Iero, Pet Security Deposit,  
Brownstone Arms v. Asher  
Security Deposit Law  
Security Deposit Law  
Security Deposit Law  
J.C. Mitchell v. First Real Estate, Determines the termination date of a broken lease, for purposes of the security deposit law  
Security Deposit Law  
Small Claims Section  
Security Deposit Law  
Young v. Savinon, Established the reasonableness requirement for changes in the lease regarding pets  
Pets In Senior Citizen Housing Project Law  
Law Against Discrimination  
Law Against Discrimination  
Federal Fair Housing Act  
Regulations for Disability Discrimination  
Consumer Fraud Act  
Consumer Fraud Act  
Eviction Law (Grounds for Removal of Tenant)  
Eviction Law  
Criminal mischief  
Disposal of Remaining Personal Property  
Abandoned by Tenant  
Fair Credit Reporting Act, Requirements on users of consumer reports  
Hold Over Tenant Law/ Double Rent  
Senior Citizen Five Day Grace Period  
Distrainted Property  
Writ of Ne Exeat; Capias  
Inganamort v. Borough of Fort Lee, also see Helmsley v. Borough of Fort Lee, 78 N.J. 200(1978)  
Rent Increase Case.  
Newly Constructed Multiple Dwellings  
Eviction Law  
Fromet Properties v. Buel  
Eviction Law  
Tenants' Property Tax Rebate Law and Tenants' Property Tax Rebate Program Regulations  
Landlord Identity Law  
Marini v. Ireland, Repair and Deduct Case  
Regulation for Maintenance of Hotels & Multiple Dwellings Provides Access for Inspection.  
Child-Protection Window Guards; When Required  
State Uniform Fire Safety Act  
Carbon Monoxide Alarms  
Uniform Fire Code  
Carbon Monoxide Alarms And Fire Alarms

63. N.J.A.C. 5:10-19.2	Regulation for Maintenance of Hotels & Multiple Dwellings Provides Access for Inspection.
64. N.J.A.C. 14:3-7.14	State Board of Public Utilities (BPU)
65. N.J.S.A. 2A:42-85 thru 95 (1971)	Rent Receivership
66. N.J.S.A. 2A:42-87	Rent Receivership
67. N.J.A.C. 8:51-6.1	Public Health Regulations
68. N.J.S.A. 26:3-31 to 31.10	Public Health Regulations
69. & 70.114 N.J.Super.124, (1971) 63 NJ 460 (1973)	Berzito v. Gambino Rent Abatement Case
71. 146 N.J. Super. 271 (1977)	Park Hill Terrace v. Glennon Air Conditioning Case
72. N.J.S.A. 2A:42-114 thru 142	Multifamily Housing and Preservation and Receivership Act
73. N.J.A.C. 5:10-6.6	Lead-Safe Maintenance Requirements
74. N.J.A.C. 5:10-6.6(h)	Lead-Safe Maintenance Requirements
75. 24 CFR 35.1345	U.S. Dept. of Housing and Urban Development
76. N.J.A.C. 5:48-3.1	Lead Hazard Control Assistance Fund
77. N.J.A.C. 5:48-2.1	Lead Hazard Control Assistance Fund
78. N.J.S.A. 58:12A-3	Safe Drinking Water Act
79. 40 CFR.141.154 (a)	Safe Drinking Water Act Amendment of 1996 (DEP)
80. N.J.S.A. 58:12-32	Private Well Testing Act
81. N.J.S.A. 46:8-50	Flood Plain Notification Requirement
82. N.J.S.A. 2A:39.1	Unlawful Entry or Detainer Law
83. N.J.S.A. 2A:42-10.16e	Warrant for Possession; Execution
84. N.J.S.A. 2C:33-11.1	Disorderly Person's Offense
85. N.J.S.A. 2A:39-8	Unlawful Entry or Detainer Law
86. N.J.S.A. 2A:18-61.1 (1976)	Eviction Law
87. N.J.A.C. 5:27-3.4(c)	Rooming and Boarding House Regulations
88. N.J.S.A. 2A:18.61.2	Eviction Law
89. N.J.S.A. 2A:18-61.3	Eviction Law
90. N.J.S.A. 52:31B-1, N.J.S.A. 20:4-1 N.J.A.C. 5:11-1	Relocation Assistance
91. 371 N.J.Super 103, 204 N.J.Super 144 113 N.J.485	Ivy Hill Park v. Abutidze, Hawthorne v. Barnes, A.P. Dev. Corp. v. Band
92. N.J.S.A. 2A: 18-61.9 & N.J.A.C. 5:24-1.9	Eviction Law
93. N.J.S.A. 2A:18-56	Proof of Notice to Quit Prerequisite to Judgment
94. N.J.S.A. 2A:18-61.2a.	Eviction Law
95. N.J.A.C. 5:27-3.3(c)	Rooming and Boarding House Regulations
96. N.J.A.C. 5:27-3.4(c)	Rooming and Boarding House Regulations
97. N.J.S.A. 55:13B-3	Rooming and Boarding House Act
98. N.J.S.A. 2A:18-61.6	Eviction Law
99. N.J.S.A. 2A:42-10.10	Reprisal Law
100. N.J.S.A. 2A:18-57	Eviction Law
101. N.J.S.A.2A:42-10.16 & 17 (1974)	Fair Eviction Notice Act, Summary Dispossess Warrant for Removal
102. N.J.S.A. 2A:18-61.22-61.39	Senior Citizen And Disabled Protected Tenancy Act
103. N.J.S.A. 2A:18-61.40 thru 61.59	Tenant Protection Act of 1992
104. N.J.S.A. 2A:42-113	Disclosure Statement to Senior Citizen Housing Residents

**New Jersey Judiciary Ombudsman Offices**  
**www.njcourtsonline.com**

The Ombudsman provides assistance to citizens. The services include: helping parties who do not have attorneys, by explaining court procedures, programs and service; confidentially receiving and documenting complaints from the public related to misunderstandings, conflicts, mistreatment or discrimination in the courthouse; and acting as a mediator to resolve conflicts between the public and the courts.

The Ombudsman also serves as a point of contact to citizens who may need assistance in coordinating multiple court services during their visit to the courthouse, makes referrals to other agencies of government, takes customer suggestions, and develops court tours and outreach programs.

<b>Vicinage</b>	<b>Ombudsman</b>	<b>Telephone and Fax Numbers</b>
Atlantic/Cape May	Kathleen Obringer	609-345-6700 ext. 3346 fax 609 343-2142
Bergen	Laura Simoldoni	201-527-2263, fax 201-371-1111
Burlington	Leigh Eastty	609-518-2510, fax 609-518-2539
Camden	Nalo Brown	856-379-2238, fax 856-379-2278
Cumberland/ Gloucester/Salem	Sandra Lopez-Palmer	856-453-4538, fax 856-455-9490
Essex	Shazeeda Samsudeen	973-693-5728, fax 973-693-5726
Hudson	Janice Kidney	201-217-5399, fax 201-795-6603
Mercer	Judith Irizarry	609-571-4205, fax 609-571-4208
Middlesex	Betty Agin	732-981-3098, fax 732-981-3233
Monmouth	Theresa Romano	732-677-4209, fax 732-677-4363
Morris/Sussex	Kim Daniels Walsh	973-656-3969, fax 973-656-3942
Ocean	Ann Marie Fleury	732-929-2042, fax 732-288-7606
Passaic	Renita McKinney	973-247-8651, fax 973-247-8012
Somerset/ Hunterdon/Warren	Adrian Calderon	908-203-6135, fax 908-231-7632
Union	Gretchen King	908-659-4103, fax 908-659-3880

## Anti-Discrimination Offices

### State of New Jersey Department of Law and Public Safety Division of Civil Rights

[www.state.nj.us/lps/dcr/localcontact.html](http://www.state.nj.us/lps/dcr/localcontact.html)

#### Atlantic City Satellite Office

26 Pennsylvania Avenue, 3rd floor  
Atlantic City, NJ 08401  
Telephone: 609-441-3100

#### Camden Regional Office

2 Riverside Drive, Suite 402  
Camden, NJ 08103  
Telephone: 856-614-2550

#### Trenton Regional Office

140 East Front Street, 6th floor  
PO Box 090  
Trenton, NJ 08625-0090  
Telephone: 609-292-4605

#### Newark Regional Office

31 Clinton Street, 3rd floor  
PO Box 46001  
Newark, New Jersey 07102  
Telephone: 973-648-2700

#### Paterson Regional Office

100 Hamilton Plaza, 8th floor  
Paterson, NJ 07505  
Telephone: 973-977-4500

## New Jersey's Legal Services Programs

### Legal Services of New Jersey

100 Metroplex Drive, Suite 402  
PO Box 1357  
Edison, NJ 08818-1357  
(732) 572-9100

[www.lsnj.org/directory.htm](http://www.lsnj.org/directory.htm)

#### Atlantic County

South Jersey Legal Services  
26 South Pennsylvania Avenue  
Suite 100, 1st Floor  
Atlantic City, NJ 08401  
(609) 348-4200

#### Bergen County

Northeast New Jersey Legal Services  
61 Kansas Street  
Hackensack, New Jersey 07601  
(201) 487-2166

#### Burlington County

South Jersey Legal Services  
107 High Street  
Mount Holly, N.J. 08060  
(609) 261-1088

#### Camden County

South Jersey Legal Services  
745 Market Street  
Camden, N.J. 08102  
(800) 496-4570

#### Cape May County

South Jersey Legal Services  
1261 Route 9 South  
P.O. Box 785  
Cape May Court House, N.J. 08210  
(856) 935-8047

#### Cumberland & Salem Counties

South Jersey Legal Services  
22 East Washington Street  
Bridgeton, N.J. 08302  
(856) 451-0003

#### Essex County

Essex-Newark Legal Services  
5 Commerce Street, 2nd Floor  
Newark, N.J. 07102  
(973) 824-3000 (973) 624-4500

#### Gloucester County

South Jersey Legal Services  
47 Newton Avenue  
Woodbury, N.J. 08096  
(856) 848-5360

#### Hudson County

Northeast New Jersey Legal Services  
574 Summit Avenue  
Jersey City, N.J. 07306-2797  
(201) 792-6363

#### Hunterdon County

Legal Services of Northwest Jersey  
82 Park Avenue  
Flemington, N.J. 08822-1170  
(908) 782-7979

#### Mercer County

Central Jersey Legal Services  
198 West State Street  
Trenton, NJ 08608  
(609) 695-6259

#### Middlesex County

Central Jersey Legal Services  
317 George Street, Ste. 201  
New Brunswick, N.J. 08901-2584  
(732) 249-7600

#### Monmouth County

Ocean-Monmouth Legal Services  
303 West Main Street, 3rd Floor  
Freehold, N.J. 07728  
(732) 866-0020

#### Morris County

Legal Services of Northwest Jersey  
30 Schuyler Place, 2nd Floor  
P.O. Box 900  
Morristown, N.J. 07963  
(973) 285-6911

#### Ocean County

Ocean-Monmouth Legal Services  
The Cory Building  
599 Route 37 West  
Toms River, N.J. 08755  
(732) 341-2727

#### Passaic County

Northeast New Jersey Legal Services  
152 Market Street  
Paterson, N.J. 07505  
(973) 523-2900

#### Salem County

South Jersey Legal Services  
22 East Washington Street  
Bridgeton, N.J. 08302  
(856) 451-0003 (856) 935-8047

#### Somerset County

Legal Services of Northwest Jersey  
34 West Main Street, Ste. 301  
Somerville, N.J. 08876-2216  
(908) 231-0840

#### Sussex County

Legal Services of Northwest Jersey  
18 Church Street  
Newton, N.J. 07860  
(973) 383-7400

#### Union County

Central Jersey Legal Services  
60 Prince Street  
Elizabeth, N.J. 07208  
(908) 354-4340

#### Warren County

Legal Services of Northwest Jersey  
91 Front Street, P.O. Box 65  
Belvidere, N.J. 07823  
(908) 475-2010

## APARTMENT HOUSE SAFETY TIPS

1. Safety Devices (deadbolt locks, peepholes, door chains) are required by law for your protection. USE THEM!
2. Do not admit strangers to your apartment. Utility employees, telephone repairers, etc., carry photo identification (I.D.); insist upon seeing identification before opening your door. Do not let strangers come in and look around your apartment to see what you have there.
3. Call the Police if you are suspicious about any person or activity in your building.
4. If you find your apartment has been burglarized while you were away, do not touch anything but your phone. Call the police. DO NOT STRAIGHTEN THINGS UP.
5. Do not leave small valuables lying around where they can be seen. You can rent a safe deposit box at your bank. It is less expensive than a loss of valuables. It is also a good idea to protect your investment in your property, and protect yourself from liability in case someone is injured in your apartment, by having tenant property insurance.
6. Try to organize your building or floor into a CRIME WATCH unit. Watching out for each other works. Your local police department can help you set it up properly.
7. Do not leave your house or apartment keys on your car keys holder.
8. Assigned parking spaces should not bear the same number as the apartment occupied by the car owner, since this can let burglars know when nobody is home. Landlords and tenants should cooperate to develop and follow a safer space identification system.
9. Even if not required in your lease, a spare key can be left with your management office, in a sealed envelope, preferably a personalized one, with your signature across the sealed flap. It could be useful in case of an emergency, system failure or fire.
10. Do not leave your apartment unlocked, even if you are just going to the mailbox, laundry room or pool. It is an invitation to an intruder.

## OPERATION IDENTIFICATION

“Operation Identification” is the engraving of your valuables with your New Jersey driver’s license number to deter burglars and also to prove ownership should the article be stolen and recovered by the police. Permanently marked valuables are more difficult for a burglar to dispose of and many times he or she won’t bother stealing these items.

DO NOT mark valuables with your Social Security number. Federal regulations governing the identity of Social Security registrants make the numbers next to impossible to trace.

Electric engravers are usually available from your Police Department Crime Prevention Unit, or can be purchased inexpensively from a hardware store. You should mark your valuables “NJ” followed by your driver’s license number. This number can then be traced back to you in the event that marked or stolen property is recovered by the police.

Valuables that cannot be marked, such as antiques, silver, china, coins, etc, should be photographed in detail with a complete description of the article on the back of the photograph.

After you have marked your valuable property, display an Operation Identification sticker on all exterior doors to advertise the fact. This alone may discourage a potential burglar. Stickers are available from your Police Department.

Make sure you have a record of all marked valuables that includes their serial number, make, model and the location of your marking. To obtain the electric engraver and inventory sheet, contact your Police Crime Prevention Unit.

## ADDITIONAL AGENCIES AND ORGANIZATIONS

The following is a list of public agencies and private organizations that offer informational services to landlords and/or tenants. It is provided solely for reference purposes and no endorsement is expressed or implied. This list is not part of the Truth in Renting Statement and will be updated with each reprint. Organizations interested in being included may contact the Department at the address shown on the back cover of this booklet. The Department reserves the right to determine which organizations or agencies will be included in future reprints.

*If you are a tenant and need information, contact:*

New Jersey Tenants Organization  
389 Main Street  
Hackensack, NJ 07601  
(201) 342-3775

*If you are a landlord or tenant and need assistance, contact: (formerly NJ Council of Multi Housing Industry)*

NJ Apartment Association  
104 Interchange Plaza, Suite 201  
Monroe Twp., N.J. 08831  
(732) 992-0600

*Information for landlords: (costs for service)*

Property Owners Association (POA)  
1250 Route 9 South  
Howell, N.J. 07731  
(732) 780-1966 Fax (732) 780-1611

*For persons owning a mobile home trailer and renting the land in a mobile home park, contact:*

Manufactured Home Owners Association of New Jersey, Inc.  
316 Roberts Road  
Toms River, N.J. 08755  
(732) 370-4492

*For owners of mobile home parks and landlords of rented trailers, contact:*

New Jersey Manufactured Housing Association  
2741 Nottingham Way  
Trenton, NJ 08619  
(609) 588-9040

*For tenants advocacy:*

The Tenants Rights and Information Network (T.R.A.I.N.)  
Post Office Box 14  
Plainsboro, N.J. 08536  
www.tenantsrights.info, trainpdg@yahoo.com

*For questions concerning mobile home construction, contact:*

NJ Department of Community Affairs  
Office of Code Services, Industrialized Buildings Unit  
Post Office Box 816  
Trenton, NJ 08625-0816  
(609) 984-7974

*For mobile home parks designating themselves as adult parks only, contact:*

Office of Fair Housing & Equal Opportunities  
New York/New Jersey Regional Office  
ATTN: Complaint Intake Analyst, Ed Delgado  
26 Federal Plaza  
New York, NY 10278-0068  
(212) 264-8000 ext. 3519

For additional questions on mobile homes, contact a private attorney of your choice. For a referral to an attorney, contact your County Bar Association listed in your telephone directory or the Legal Services office in your county.

*If you are being faced with an eviction action or condominium conversion, you may obtain information concerning the rights you possess under these circumstances by requesting copies of the Eviction Law from:*

NJ Department of Community Affairs  
Bureau of Homeowner Protection  
Landlord-Tenant Information Service  
Post Office Box 805  
Trenton, NJ 08625-0805  
Or fax your request to (609) 984-7954

*If Spanish is your primary language and you need assistance, please contact the Center for Hispanic Policy, Research and Development (CHPRD). The CHPRD can provide a list of local resources available to the Hispanic Community. For additional information, the CHPRD can be contacted at:*

New Jersey Department of Community Affairs  
Center for Hispanic Policy, Research and Development  
PO Box 800  
Trenton, New Jersey 08625-0800  
Telephone: (609) 984-3223

*For information on housing codes and maintenance requirements for multiple dwellings (apartment buildings with 3 or more dwelling units) or to obtain a copy of the regulations for maintenance of hotels and multiple dwellings you may write or call:*

Department of Community Affairs  
Bureau of Housing Inspection  
P.O. Box 810, Trenton, NJ 08625-0810,  
Telephone: (609) 633-6210

*If you are a tenant living in public housing subsidized by HUD and you would like to file a complaint regarding maintenance, discrimination, illegal practice or other resident concerns you may contact:*

U.S. Department of Housing and Urban Development  
One Newark Center  
Attn: Edward DePaula, Director  
1085 Raymond Blvd., 13th Floor  
Newark, New Jersey 07102-5260  
(973) 622-7900  
1(800) 347-3735 Complaint line

# NOTES

## Request for Taxpayer Identification Number and Certification

**Give Form to the  
 requester. Do not  
 send to the IRS.**

<b>Print or type See Specific Instructions on page 2.</b>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number														
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 10px; height: 15px;"></td><td style="border: 1px solid black; width: 10px; height: 15px;"></td></tr> </table>							-	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 10px; height: 15px;"></td><td style="border: 1px solid black; width: 10px; height: 15px;"></td></tr> </table>						

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number																						
<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 10px; height: 15px;"></td><td style="border: 1px solid black; width: 10px; height: 15px;"></td></tr> </table>											-	<table style="width: 100%; border-collapse: collapse;"> <tr><td style="border: 1px solid black; width: 10px; height: 15px;"></td><td style="border: 1px solid black; width: 10px; height: 15px;"></td></tr> </table>										

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

<b>Sign Here</b>	Signature of U.S. person ▶ _____	Date ▶ _____
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### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
- The U.S. grantor or other owner of a grantor trust and not the trust, and
- The U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

**Foreign person.** If you are a foreign person, do not use Form W-9. Instead, use the appropriate Form W-8 (see Publication 515, *Withholding of Tax on Nonresident Aliens and Foreign Entities*).

**Nonresident alien who becomes a resident alien.** Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

**Example.** Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity not subject to backup withholding, give the requester the appropriate completed Form W-8.

**What is backup withholding?** Persons making certain payments to you must under certain conditions withhold and pay to the IRS a percentage of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

#### **Payments you receive will be subject to backup withholding if:**

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),
3. The IRS tells the requester that you furnished an incorrect TIN,
4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or
5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See the instructions below and the separate Instructions for the Requester of Form W-9.

Also see *Special rules for partnerships* on page 1.

### **Updating Your Information**

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

### **Penalties**

**Failure to furnish TIN.** If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

**Civil penalty for false information with respect to withholding.** If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

### **Specific Instructions**

#### **Name**

If you are an individual, you must generally enter the name shown on your income tax return. However, if you have changed your last name, for instance, due to marriage without informing the Social Security Administration of the name change, enter your first name, the last name shown on your social security card, and your new last name.

If the account is in joint names, list first, and then circle, the name of the person or entity whose number you entered in Part I of the form.

**Sole proprietor.** Enter your individual name as shown on your income tax return on the "Name" line. You may enter your business, trade, or "doing business as (DBA)" name on the "Business name/disregarded entity name" line.

**Partnership, C Corporation, or S Corporation.** Enter the entity's name on the "Name" line and any business, trade, or "doing business as (DBA) name" on the "Business name/disregarded entity name" line.

**Disregarded entity.** Enter the owner's name on the "Name" line. The name of the entity entered on the "Name" line should never be a disregarded entity. The name on the "Name" line must be the name shown on the income tax return on which the income will be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a domestic owner, the domestic owner's name is required to be provided on the "Name" line. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on the "Business name/disregarded entity name" line. If the owner of the disregarded entity is a foreign person, you must complete an appropriate Form W-8.

**Note.** Check the appropriate box for the federal tax classification of the person whose name is entered on the "Name" line (Individual/sole proprietor, Partnership, C Corporation, S Corporation, Trust/estate).

**Limited Liability Company (LLC).** If the person identified on the "Name" line is an LLC, check the "Limited liability company" box only and enter the appropriate code for the tax classification in the space provided. If you are an LLC that is treated as a partnership for federal tax purposes, enter "P" for partnership. If you are an LLC that has filed a Form 8832 or a Form 2553 to be taxed as a corporation, enter "C" for C corporation or "S" for S corporation. If you are an LLC that is disregarded as an entity separate from its owner under Regulation section 301.7701-3 (except for employment and excise tax), do not check the LLC box unless the owner of the LLC (required to be identified on the "Name" line) is another LLC that is not disregarded for federal tax purposes. If the LLC is disregarded as an entity separate from its owner, enter the appropriate tax classification of the owner identified on the "Name" line.

**Other entities.** Enter your business name as shown on required federal tax documents on the "Name" line. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on the "Business name/disregarded entity name" line.

## Exempt Payee

If you are exempt from backup withholding, enter your name as described above and check the appropriate box for your status, then check the "Exempt payee" box in the line following the "Business name/disregarded entity name," sign and date the form.

Generally, individuals (including sole proprietors) are not exempt from backup withholding. Corporations are exempt from backup withholding for certain payments, such as interest and dividends.

**Note.** If you are exempt from backup withholding, you should still complete this form to avoid possible erroneous backup withholding.

The following payees are exempt from backup withholding:

1. An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2),
  2. The United States or any of its agencies or instrumentalities,
  3. A state, the District of Columbia, a possession of the United States, or any of their political subdivisions or instrumentalities,
  4. A foreign government or any of its political subdivisions, agencies, or instrumentalities, or
  5. An international organization or any of its agencies or instrumentalities.
- Other payees that may be exempt from backup withholding include:
6. A corporation,
  7. A foreign central bank of issue,
  8. A dealer in securities or commodities required to register in the United States, the District of Columbia, or a possession of the United States,
  9. A futures commission merchant registered with the Commodity Futures Trading Commission,
  10. A real estate investment trust,
  11. An entity registered at all times during the tax year under the Investment Company Act of 1940,
  12. A common trust fund operated by a bank under section 584(a),
  13. A financial institution,
  14. A middleman known in the investment community as a nominee or custodian, or
  15. A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 15.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 9
Broker transactions	Exempt payees 1 through 5 and 7 through 13. Also, C corporations.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 5
Payments over \$600 required to be reported and direct sales over \$5,000 <sup>1</sup>	Generally, exempt payees 1 through 7 <sup>2</sup>

<sup>1</sup> See Form 1099-MISC, Miscellaneous Income, and its instructions.

<sup>2</sup> However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney, and payments for services paid by a federal executive agency.

## Part I. Taxpayer Identification Number (TIN)

**Enter your TIN in the appropriate box.** If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on page 2), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

**Note.** See the chart on page 4 for further clarification of name and TIN combinations.

**How to get a TIN.** If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local Social Security Administration office or get this form online at [www.ssa.gov](http://www.ssa.gov). You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at [www.irs.gov/businesses](http://www.irs.gov/businesses) and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting [IRS.gov](http://IRS.gov) or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

**Note.** Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

**Caution:** A disregarded domestic entity that has a foreign owner must use the appropriate Form W-8.

## Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, below, and items 4 and 5 on page 4 indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on the "Name" line must sign. Exempt payees, see *Exempt Payee* on page 3.

**Signature requirements.** Complete the certification as indicated in items 1 through 3, below, and items 4 and 5 on page 4.

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

### What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee <sup>1</sup>
b. So-called trust account that is not a legal or valid trust under state law	The actual owner <sup>1</sup>
5. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulation section 1.671-4(b)(2)(i)(A))	The grantor*
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulation section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or "DBA" name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 1.

\*Note. Grantor also must provide a Form W-9 to trustee of trust.

**Note.** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

### Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, social security number (SSN), or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

### Protect yourself from suspicious emails or phishing schemes.

Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to [phishing@irs.gov](mailto:phishing@irs.gov). You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: [spam@uce.gov](mailto:spam@uce.gov) or contact them at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft) or 1-877-IDTHEFT (1-877-438-4338).

Visit [IRS.gov](http://IRS.gov) to learn more about identity theft and how to reduce your risk.

### Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.

NAME OF DOCUMENT:

Lease Application For 208 S. Route 50, Mays Landing, NJ 08330

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**Keller Williams-Atlantic Shore**



# NEW JERSEY ASSOCIATION OF REALTORS® STANDARD FORM OF LEASE APPLICATION



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LEGAL NAME OF APPLICANT		DATE OF APPLICATION
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PRESENT ADDRESS		HOME PHONE NUMBER
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DATE OF BIRTH	OCCUPATION	YEARLY INCOME
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EMPLOYER		EMPLOYER ADDRESS	
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LENGTH OF EMPLOYMENT	EMPLOYMENT VERIFICATION DEPT. NO.	PRESENT LANDLORD	LANDLORD BUS. PHONE NO.
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PRESENT RENT	HOW LONG A TENANT	LEASE EXPIRATION DATE	IN CASE OF EMERGENCY NOTIFY (NAME AND PHONE NO.)
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LEGAL NAME OF CO-APPLICANT			
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PRESENT ADDRESS		
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DATE OF BIRTH	OCCUPATION	YEARLY INCOME
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EMPLOYER		EMPLOYER ADDRESS	
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LENGTH OF EMPLOYMENT	EMPLOYMENT VERIFICATION DEPT. NO.	PRESENT LANDLORD	LANDLORD BUS. PHONE NO.
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PRESENT RENT	HOW LONG A TENANT	LEASE EXPIRATION DATE	IN CASE OF EMERGENCY NOTIFY (NAME AND PHONE NO.)
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APPLICANTS INTEND TO USE THE LEASED PREMISES AS FOLLOWS:			
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AUTO LIC. PLATE - APPLICANT		AUTO LIC. PLATE - CO-APPLICANT	
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ANY PETS? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT KIND	HOW MANY	SIZE
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### APPLICANT'S REFERENCES (OTHER THAN RELATIVES)

1	NAME	ADDRESS	PHONE NO.
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2			
3			

### CO-APPLICANT'S REFERENCES (OTHER THAN RELATIVES)

1	NAME	ADDRESS	PHONE NO.
1			
2			
3			

### BANK REFERENCES - APPLICANT

CHECKING (NAME OF BANK & ACCOUNT NO.)	CHECKING (NAME OF BANK & ACCOUNT NO.)
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SAVINGS (NAME OF BANK & ACCOUNT NO.)	SAVINGS (NAME OF BANK & ACCOUNT NO.)
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OTHER (CREDIT CARDS)	OTHER (CREDIT CARDS)
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WILL APPLICANT'S EMPLOYER BE RESPONSIBLE FOR PAYMENT OF RENT? <input type="checkbox"/> YES <input type="checkbox"/> NO
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ADDRESS	
208 S. Route 50, Mays Landing, NJ 08330	
LANDLORD	PHONE NO.
Ranjit Dhaliwal	(609) 335-1166
ADDITIONAL INFORMATION	

Landlord acknowledges receipt of this Lease Application on \_\_\_\_\_. The Landlord reserves the right to accept or reject the application.

Brokerage fee to be paid by:  LANDLORD  TENANT

Rental Application Fee: By signing this Lease Application, applicant(s) agrees to pay \$\_\_\_\_\_.

Security Deposit Due By: \_\_\_\_\_.

Lease Deposit in the Amount of: \$\_\_\_\_\_.

Applicants for tenancy for a Condominium/Co-operative unit generally must be provided with the following statement as provided by New Jersey law:

THIS BUILDING IS BEING CONVERTED TO OR IS A CONDOMINIUM OR CO-OPERATIVE. YOUR TENANCY CAN BE TERMINATED UPON 60 DAYS NOTICE IF YOUR APARTMENT IS SOLD TO A BUYER WHO SEEKS TO PERSONALLY OCCUPY IT. IF YOU MOVE OUT AS A RESULT OF RECEIVING SUCH A NOTICE, AND THE LANDLORD ARBITRARILY FAILS TO COMPLETE THE SALE, THE LANDLORD SHALL BE LIABLE FOR TREBLE DAMAGES AND COURT COSTS.

I/We hereby warrant that all representations set forth above are true. To verify the above statements, I/We direct persons named in this application to give any requested information concerning me/us. I/We hereby waive all rights of action for consequences as a result of such information.

I/We hereby authorize and grant permission to the below named real estate firm to do a credit check and will pay \$\_\_\_\_\_ for cost of process. The attached Information Release Form should be for such credit inquiries.

I/We hereby authorize the below named real estate firm to provide the information obtained from such credit bureau to the landlord.

I/We acknowledge receipt of the Consumer Information Statement on New Jersey Real Estate Relationships.

It is understood that Tenant Applicant(s) cannot take possession of rental until application is investigated and accepted by the Landlord, the first month's rent and full security deposit is paid, and a Lease Agreement has been entered into between the Landlord and Tenant(s).

APPLICANT	CO-APPLICANT

Keller Williams Realty Atlantic Shore	Matthew Haviland
Brokerage Firm	Agent

802 Tilton Road, Suite 202, Northfield, NJ 08225	609-484-9890
Address	Phone Number



NEW JERSEY ASSOCIATION OF REALTORS® STANDARD FORM OF INFORMATION RELEASE FOR LEASE/RENTAL



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I/We hereby give permission to Keller Williams Realty Atlantic Shore to make  
(Name of Brokerage Firm)  
whatever credit inquiries it/they deem(s) necessary in connection with my/our application for a lease or rental

of 208 S. Rtoute 50  
(Address of Property)  
Mays Landing, NJ 08330

from Ranjit Dhaliwal  
(Landlord)

I/We authorize and instruct any person or consumer reporting agency to compile and furnish to  
609-484-9890  
(Name of Brokerage Firm)

and to \_\_\_\_\_ any information it may have or obtain in  
response to such credit inquires and agree that same shall remain your property, whether or not the rental or lease is  
granted. I/We authorize release of information to \_\_\_\_\_

and to \_\_\_\_\_  
or their designees by my employer, bank, accountant, credit lender, creditors, and other sources to verify the  
accuracy of documents and credit information the landlord used in deciding whether to accept my/our lease  
application. A photocopy or facsimile transmission of this form, with my/our signature is sufficient authorization.

NAME Ranjit Dhaliwal

\_\_\_\_\_  
signature

NAME \_\_\_\_\_

\_\_\_\_\_  
signature

DATE \_\_\_\_\_