



BOROUGH OF MANVILLE
OFFICE OF CODE ENFORCEMENT
HOUSING DEPARTMENT
325 North Main Street Manville, NJ 08835
Phone: (908)448-6834



RENTAL REGISTRATION PACKET INSTRUCTIONS

\$50 LATE FEE WILL BE ASSESSED IF RECEIVED AFTER DUE DATE (May 1st)

The Annual Rental Registration fee \$150 for the first rental unit per building, and \$50 for each additional unit in a building is due annually on January 1st. **Each townhouse, or each adjacent duplex unit, shall be deemed a separate building.** There shall be a \$50.00 per month late fee assessed on the first day of each month beginning May 1st per Ordinance #2024-1313.

If at any time during the registration year you have a change of tenant, a CCO Fire inspection is required prior to moving in. Please contact the Housing Department if the rental property becomes inactive or is sold.

Please be sure to return the completed registration including:

1. Proof of Lead inspection (Visual Inspection) if your property was built before 1978.
2. Proof of Landlord Liability Insurance for negligent acts omissions of \$500,000. Properties that have 4 or fewer units and are owner-occupied are required to have Landlord Liability Insurance no less than \$300,000.
3. Check or Money Orders made payable to: **Borough of Manville**
4. **We do not take credit card payments**

Return Address:

Borough of Manville Housing Department
325 North Main Street
Manville, NJ 08835

Failure to register a property as required will result in a Notice of Failure to Register describing the violation and providing a 15 day period to abate the Failure to Register and to pay all past-due registration fees and monthly late fees. Failure to do so will result in a fine of \$2,000 and a court appearance.

Please make sure all contact information is current as we will be contacting you for inspections and any future issues.

Should you have any questions or require additional information, please feel free to contact our office at

(908)725-9478 Ext. 122 or email tboylan@manvillenj.org & lcruz@manvillenj.org



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RENTAL REGISTRATION APPLICATION

DATE OF APPLICATION _____ OWNER-OCCUPIED RENTAL YES / NO

PROPERTY ADDRESS _____

BLOCK _____ LOT _____ # OF UNITS _____ FEE \$ _____

YEAR BUILT _____ RESIDENTIAL COMMERCIAL MIXED-USE
 (CIRCLE ONE)

OF FLOORS _____ # OF BEDROOMS _____ MAX # OF OCCUPANTS _____

OWNER INFORMATION

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE # _____

EMAIL _____

How would you like us to contact you about Rental Inspections _____

PROPERTY MAINTENANCE

Property Maintenance: A Super, custodian, or natural person who resides within the area to receive the Invoice and Notice of Violation also to correct any violations. This person shall be named in the application when it is filed.

NAME _____

ADDRESS _____

CITY/STATE/ZIP _____

PHONE # _____

EMAIL _____

Owners Certification:

I/We the undersigned do hereby certify that the information provided above is true and accurate and that any false or misleading information can be grounds for prosecution. I understand that inclusion in this program does not validate that the two-family status has been authorized by the Borough for zoning purposes.

Date: _____ Owner's Name: _____

BELOW FOR OFFICE USE ONLY

Received Date	Received by
Amount Paid	Check Number