



Borough of Fort Lee

Rent Leveling Board

1403 Teresa Drive
Fort Lee, New Jersey 07024-4799
(201) 676-3008 * Fax (201) 947-9710

RLB-21 [3/99]

REGISTRATION OF NEWLY RENTED APARTMENTS

(Except co-ops, condos and one family homes)

This form is to be filed with the **Fort Lee Rent Leveling Board** with respect to every new and/or intra building tenancy. Failure to file could result in a forfeiture of rights under the Rent Leveling Ordinance of the Borough of Fort Lee.

1. Name of building or complex: _____ Tax Block and Lot# _____

2. Name of new tenant(s): _____ Address _____ Apt# _____

3. Date of tenancy: From _____ To _____ Rent \$ _____

4. Check one: _____ New tenancy _____ Intra- building tenancy
If intra-building tenancy, list the dates and amount of rent of last prior tenancy: From _____ To _____ Rent \$ _____

5. Monthly rent includes: _____ heat _____ hot water _____ gas _____ electricity _____ parking _____ garage
other (list) _____ # of space _____ # of spaces _____

6. In addition to the afore listed monthly rent, the tenant is responsible for the following separate charges (i.e., gas, electric, parking, garage, cable tv, etc.). List each item and its related charge: _____

7. Is this a "reconstructed rent" pursuant to item "c" below? _____ Yes _____ No
If "yes" fully describe your method of recalculation on the reverse side of this form.

LANDLORD CERTIFICATION

I HEREBY CERTIFY that I am familiar with the Rent Leveling Ordinance of the Borough of Fort Lee including the following provisions:

- a) At the expiration of this initial _____ leased or _____ month to month tenancy I am entitled to a rent increase of 5% unless I have been notified by the Rent Leveling Administrator that my tenant has filed for and qualified as a senior citizen or as a disabled non-senior citizen. In such case, the maximum rent increase is 3.5% or the applicable MAP%, whichever is lower. In order to increase the rent of my tenant I must provide a timely notice of increase in accordance with New Jersey statutes and I must utilize form RLB-14 of the Borough of Fort Lee, which may be obtained from the Rent Leveling Office (201-676-3008). I further understand that a copy of the tenant's notice is to be filled with the Rent Leveling Board simultaneous to tenant service.
- b) In the case of an intra-building tenancy, I am entitled to increase the rent of the apartment TO BE OCCUPIED by 15%, which may be further increased by 5% after twelve (12) months have elapsed since the time the prior tenant of the apartment TO BE OCCUPIED last received a rent increase. Thereafter, the rent for the new tenant may not be increased for a full one-year.
- c) In a situation where the apartment TO BE OCCUPIED was previously occupied by a senior citizen or a disabled tenant receiving reduced rent increase percentages, I am entitled to reconstruct the base rent.
(one time only) for a new or intra-building tenant by going back as far as necessary in the rent history of the apartment and recomputing the rents as if the senior citizen or disabled tenant had never received reduced rent increase percentages. I understand that I am required to obtain prior confirmation by the Rent Leveling Administrator before charging the reconstructed rent.
- d) I am familiar with the anti-harassment provisions of the Rent Leveling Ordinance.

I HEREBY FURTHER CERTIFY that if any of the statements contained herein are found to be willfully false, I am subject to punishment under all relevant laws, statutes and ordinances.

Signature of Landlord or Property Manager Print Name of Landlord or Property Manager Date

Street Address, City, State and Zip Code