

Application for Building Registration for Rental

The following information is required by Borough of Matawan Ordinance #03-010 for registration of a building used for rental.
INCOMPLETE, NONLEGIBLE APPLICATIONS WILL NOT BE ACCEPTED. PLEASE PRINT - USE BALL POINT PEN.

Block: _____ Lot: _____ Registration Date: _____

Registration No.: _____ Application No.: _____ State No.: _____

How many rental units are in this building: _____ Has any unit(s) in this building been upgraded? Yes No

If you answered Yes, please explain which units. _____

What upgrades were done? _____

ANY Changes from last Registration for this building? Yes No **Make changes only**

Address: _____ Complex: _____ Other: _____

Garage (s) _____ Parking Space (s) _____ RR Rental Parking: Yes No How many? _____

Size of parking lot: _____ X _____ Total amount of cars in lot _____

Utilities: Heating System oil gas electric propane Type: HW HA Steam Radiant Baseboard

Utilities: Paid by: Tenant Owner Heating System Location: Basement Other: _____

Electric Panel Location: Basement Other: _____ Tenant access: Yes No

Oil Company: _____ Address: _____

Tel. No.: _____ Size of Tank: _____ Tank Location: _____

Underground: Yes No Propane Tank Supplier: _____

Address: _____ Tel. No.: _____

Size of Tank: _____ Tank Location: _____ Underground: Yes No

Heating System certified: Yes No Certificate attached: Yes No If No, Why? _____

Owner's Name: _____ Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: _____ Fax No.: _____

Cell Phone No.: _____ Beeper No.: _____

Alternate Mail: Name: _____ Street Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No.: _____ Fax No.: _____

Emergency Contacts:

Name: _____ Street Address: _____

City: _____ State: _____ Zip Code: _____

Apt. No.: _____ Telephone No.: _____ Beeper No.: _____

Name: _____ Street Address: _____

City: _____ State: _____ Zip Code: _____

Apt. No.: _____ Telephone No.: _____ Beeper No.: _____

Name: _____ Street Address: _____

City: _____ State: _____ Zip Code: _____

Apt. No.: _____ Telephone No.: _____ Beeper No.: _____

Managing Agent: Name: _____ On Location: Yes No

Street Address: _____ City: _____ State: _____ Zip Code: _____

Apt. No.: _____ Telephone No.: _____ Beeper No.: _____

In-County Agent: Name: _____ Street Address: _____

City: _____ County: _____ State: _____ Zip Code: _____

Telephone No.: _____ Beeper No.: _____ Fax No. _____

Mortgage Holder: Name: _____ Street Address: _____

City: _____ State: _____ Zip Code: _____ Tel.No.: _____ Ext. _____

Contact Person: _____

Insurance Co. Name: _____ Contact Person: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Tel.No.: _____ Ext. _____ Policy Number: _____

Policy enforced to: _____

Laundry Location: _____ Pool? Yes No In Ground Above Ground

Size: _____ Location: _____

Smoke Detectors: Yes No Carbon Dioxide Detectors: Yes No

Fire Alarm System: Central station: Yes No Self inspected: Yes No

Name of Fire Alarm Co.: _____ Street Address: _____

City: _____ State: _____ Zip Code: _____ Telephone No.: _____

Service Contract: Yes No Service contract Date: _____ From: _____ To: _____

Building Floor Plans Supplied: Yes No If No, Why? _____

FOR OFFICE USE ONLY

All fees paid to date: Registration: Yes No Amount: _____ Paid by: _____

Check No. _____ Person making application for registration: _____

Street Address: _____ City: _____ State: _____

Zip Code: _____ Telephone No.: _____

Application received and checked by: _____ Date: _____

Application received by Housing: Date: _____ By: _____

Date information entered into the Computer _____ By: _____

White: Housing-Yellow: Borough Clerk- Pink: Applicant