



**Princeton**  
**Department of Emergency & Safety Services**  
**Bureau of Housing Inspection**  
1 Monument Drive  
Princeton, NJ 08540  
Phone: 609-454-4756; Fax: 609-945-6080  
www.princetonnj.gov

## **Residential Rental Property Registration Form**

Property Address:			
Block:	Lot:	Number of Rental Units:	<input type="checkbox"/> New <input type="checkbox"/> Renewal

### **Property Owner Information**

<input type="checkbox"/> Individual Owner(s)	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Corporation
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*\* Partnership, Corporation, & LLC Ownership Types – Please attach a separate list containing the name and address of each officer, director, stockholder or partner.*

Owner Name:	
Corporate Officer or Partnership / LLC. Name(s)	
Owner Address:	
City, State, Zip:	
Home Phone:	
Cell Phone:	Cell Phone #2:
Email:	Email #2:

**Note:** An “Agent Designation” form must be submitted for any individual owner who does not reside nor have a place of business in Princeton or within twenty miles of Princeton, and in the State of New Jersey, or if ownership type is a Corporation, Partnership, or Limited Liability Corporation.

### **Rental Property Description**

<input type="checkbox"/> Detached Single Family Dwelling	<input type="checkbox"/> Two Family Dwelling (Duplex)
<input type="checkbox"/> Townhouse	<input type="checkbox"/> Condominium
<input type="checkbox"/> Secondary Residence – Detached (e.g. Guest House)	
<input type="checkbox"/> Secondary Residence – Attached (e.g. Mother-in-Law Suite)	
<input type="checkbox"/> Single Family Dwelling (Owner Occupied) with 1 Room Rental	
<input type="checkbox"/> Single Family Dwelling (Owner Occupied) with 2 Room Rentals	
<input type="checkbox"/> Other (please describe):	

## Building Information

Year Constructed:	Number of Stories:	Building Height:
Total Square Feet:	Number of Dwelling Units:	Basement: <input type="checkbox"/> Yes <input type="checkbox"/> No
Heating System Type <input type="checkbox"/> Forced Hot Air <input type="checkbox"/> Steam/Hot Water		
Heating System Fuel <input type="checkbox"/> Fuel Oil <input type="checkbox"/> Natural Gas <input type="checkbox"/> Electric		
Electrical System <input type="checkbox"/> Circuit Breakers <input type="checkbox"/> Fuses		
Roofing Material <input type="checkbox"/> Shingles <input type="checkbox"/> Slate/Tile		
Smoke Detection System <input type="checkbox"/> Battery Operated <input type="checkbox"/> 120V AC Hardwired		
<input type="checkbox"/> Central Station Monitored Fire Alarm		

## Occupant Information

Unit #	Number of Bedrooms	Number of Occupants	Monthly Rent	Other Charges	Utilities Included

Name(s) of Occupants

1.	2.	3.
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*\* Attach a separate list if more space is required.*

Unit #	Number of Bedrooms	Number of Occupants	Monthly Rent	Other Charges	Utilities Included

Name(s) of Occupants

1.	2.	3.
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Homeowners are required to provide written notification to tenant(s) all information relevant to any flood issues on this property including information regarding flood damage through the National Flood Insurance Program (NFIP) and/or any participation in a Mitigation Grant Program through the New Jersey Office of Emergency Management (NJOEM) or the Federal Emergency Management Administration (FEMA) grant funding.

**NOTE:** Filing and acceptance of this form does not constitute approval by Princeton that the rental property described herein complies with any applicable State or Municipal regulations pertaining to said property other than the rent registration requirements of Chapter 16, Article III of the Code of Princeton.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

<b>For Office Use Only</b>				
<input type="checkbox"/> Hand Delivered	<input type="checkbox"/> Mail	<input type="checkbox"/> Email	<input type="checkbox"/> Fax	<input type="checkbox"/> Online
Date Received:			Inspection Due:	
Occupancy ID:			Property ID:	