FREQUENTLY ASKED QUESTIONS

Q. WHO NEEDS A RENTAL PROPERTY LICENSE?
A. Anyone renting a residential unit in the Borough of Mendham is required to have the rented unit or dwelling licensed with the Borough of Mendham.

Q. HOW MUCH DOES A LICENSE COST?
A. The cost is $100.00 per unit for registration and $50.00 per unit when tenant changes or $50.00 per unit re-inspection.

Q. HOW DO I OBTAIN A LICENSE?
A. 1. Obtain and fill out the registration form. Registration forms can be downloaded from the Borough’s website at www.mendhamnj.org or can be picked up at The Phoenix House, 2 West Main Street, Mendham.

2. Submit the registration form along with the $100.00 registration fee for each unit to The Clerk at the Borough Hall, 6 West Main Street, Mendham, 07945. The registration form also includes a request for names of all tenants, apartment/unit numbers and unit floor plans that include all sleeping rooms. This information is requested for public safety purposes in the event of a fire or disaster as well as for your own legal protection.

3. Schedule an inspection of your property with the rental property licensing unit at the Borough Hall.
   a. if your property passes inspection you will be given a Rental Property License.
   b. if the property does not pass inspection you will be given a violation notice listing the needed repairs and you will have 30 days to correct the violations. When the repairs are made and the $50.00 re-inspection fee is paid you must notify the inspector and schedule re-inspection. If the property passes inspection you will be given a Rental Property License.

Q. HOW LONG IS MY LICENSE GOOD FOR?
A. You must obtain a new license annually or whenever there is a change in tenant/occupancy. Tenant lists are also required to be submitted annually or whenever there is a change in tenant.

Q. WHAT HAPPENS IF I DO NOT HAVE A LICENSE?
A. If you do not have a license and are renting out a property, you are operating an illegal rental unit. As the property owner, YOU are responsible for ensuring that you hold a current license for each rental unit that you own. Failure to possess a valid license will result in a municipal summons subject to a penalty of up to $2,000.00