



The Phoenix House circa 1820

**The Borough of Mendham**  
2 West Main Street, Mendham, New Jersey 07945  
Incorporated May 15, 1906

Zoning Officer  
Telephone: (973) 543-7152 ext. 21  
zoning@mendhamnj.org

**LANDLORD / TENANT RENTAL REGISTRATION FORM**

PROPERTY ADDRESS: \_\_\_\_\_ APT: \_\_\_\_\_

BLOCK: \_\_\_\_\_ LOT: \_\_\_\_\_ QUALIFIER: \_\_\_\_\_ EMAIL: \_\_\_\_\_

OWNER/ OWNERS: \_\_\_\_\_ RECORD OF OWNER IF CORPORATION: \_\_\_\_\_

PHONE: \_\_\_\_\_ ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE/ZIP: \_\_\_\_\_

**N.J.S.A 46:8-27 through 46:8-37** If the address of any record owner is not located in the county in which the dwelling is located, the name and address of a person or managing agent who resides in the county and is authorized to accept notices from the tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner(s) is as follows:

SIZE OF ROOMS in sq. feet: BEDROOM 1: \_\_\_\_\_ BEDROOM 2: \_\_\_\_\_ BEDROOM 3: \_\_\_\_\_

BEDROOM 4: \_\_\_\_\_ LIVINGROOM: \_\_\_\_\_ DININGROOM: \_\_\_\_\_ KITCHEN: \_\_\_\_\_

NAMES OF TENANTS – PHONE # 1) \_\_\_\_\_ 2) \_\_\_\_\_

3) \_\_\_\_\_ 4) \_\_\_\_\_

5) \_\_\_\_\_ 6) \_\_\_\_\_ 7) \_\_\_\_\_

If fuel oil is used to heat building, the name and address of fuel oil dealer servicing the building \_\_\_\_\_  
☐ building is not heated by fuel oil ☐ building is heated by fuel oil, but  
landlord does not furnish heat.

**ANY VIOLATION OF BOROUGH CODE 161-3 BY REFUSAL OR FAILURE TO FILE THIS CERTIFICATE OR TO SIGN THE SAME OR TO PROVIDE FALSE INFORMATION SHALL BE PUNISHABLE BY A FINE OF NOT MORE THAN \$2000.00 OR A JAIL TERM OF 90 DAYS, OR BOTH.**

TENANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

OWNER/AGENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**DO NOT WRITE BELOW LINE**

**I HEREBY CERTIFY THAT THE ABOVE DWELLING WAS INSPECTED ON \_\_\_\_\_ AND HAS GRANTED THE APPLICANT PERMISSION TO OCCUPY THE PREMISES IN COMFORMITY WITH THE PROPERTY MAINTENANCE CODE OF THE BOROUGH OF MENDHAM**

INSPECTOR: \_\_\_\_\_

FEE: \$150.00 INITIAL REGISTRATION \_\_\_\_\_ \$150.00 RENEWAL \_\_\_\_\_ DATE \_\_\_\_\_