



RENTAL PROPERTY CERTIFICATE OF HABITABILITY GUIDELINES

- **Who is Required to have a Certificate of Habitability?**
 - Anyone renting any type of residential unit in the Borough of Mendham
- **Cost**
 - \$150.00 per each rental unit
 - Annual Renewal or Tenant Change
 - \$75.00 per unit
- **Registration and/or Annual Renewal Form**
 - The registration fee must be submitted for **each unit** with the Registration Form
 - Submit:
 - Via Mail
Rental Registration
Phoenix House
2 West Main Street
Mendham, NJ 07945
 - Email: nshetelick@mendhamnj.org
 - Names of all tenants, apartment/unit numbers and unit floor plans that include all sleeping rooms **must** be provided as requested on the Registration Form.
 - This information is required for public safety purposes

in the event of a fire or disaster as well as for your own legal protection.

- Required Inspection
 - Schedule an inspection of the rental property with the Zoning and Code Enforcement Department
 - If the rental property passes inspection, a Certificate of Habitability will be issued.
 - If the rental property does not pass inspection, you will be given **30 days** to correct the violations.
 - When the repairs are made the property owner or agent must notify the inspector and schedule a re-inspection.
 - Re-inspection Fee \$50.00 each unit.
 - If the property passes the re-inspection, a Certificate of Habitability will be issued.

- **How Long Is My License Good For?**

- A new license is required 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.

- **What Happens If I Do Not Have A Certificate Of Habitability?**

- If you do not have a Certificate of Habitability 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 Certificate of Habitability for each rental unit that you own and rent.
- Failure to possess a valid Certificate of Habitability will result in a municipal summons subject to a penalty of up to \$2,000.00.