

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