

The BOROUGH of HIGHLAND PARK

County of Middlesex, State of New Jersey

P.O. BOX 1330

HIGHLAND PARK, NEW JERSEY 08904

TEL. (732) 572-3400

FAX (732) 777-6017

<http://www.hpboro.com>

RENTAL PROPERTY OWNER REGISTRATION SHEET

Property Information: Block/Lot: _____ Date: _____
Building/Apt Complex Name: _____
Address: _____
Phone #: _____ Fax: _____
Number of Dwelling Units: _____

Owner Information:

Owner in Title: _____
Address: _____
Phone#: _____ (at least one number must be 24 hour accessible)
Cell/Pager: _____

If the owner is other than an individual, the Registered Agent who will accept all the legal notices on the owners behalf:

Registered

Agent: _____

Address: _____

Phone

#: _____

Cell/Pager: _____

Managing Agent:(if applicable)

Agent Name: _____

Address: _____

Phone#: _____

Cell/Pager: _____

Super/Custodian/Janitor: (person who is responsible for repairs and the general upkeep of the premises)

Sup/Cus/Janitor Name: _____

Address: _____

Phone #: _____ (at least one number must be 24 hour accessible)

Cell/Pager: _____

Individual Representative of the Owner: who may be contacted in the event of an emergency. This person will only be contacted if we cannot reach the owner/Registered Agent/Managing Agent. This person should have the authority to make decisions regarding the premises and any expenditure necessary for emergency repair.

Name: _____ Phone: _____

Return this form to: THE BOROUGH OF HIGHLAND PARK, FIRE SAFETY & HOUSING INSPECTIONS, 221 S. FIFTH AVE, HIGHLAND PARK, NJ, 08904