



**Tonya D. Carter -Jones**  
*Municipal Clerk*

## LAWRENCE TOWNSHIP Office of the Municipal Clerk

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### 2026 LANDLORD IDENTITY REGISTRATION STATEMENT

In compliance with P.L. 1974 c. 50 & P.L. 2022 c. 92 of the laws of the State of New Jersey and all amendments thereto.

#### INSTRUCTIONS:

- ☐ **Application:** Complete this form for each structure and mail it with both the fee and insurance certificate to the address listed above.
- ☐ **Fee:** \$50.00 fee (check or money order) made payable to *Township of Lawrence*. **Due:** July 31, 2026
- ☐ **Proof of Insurance:** Pursuant to P.L. 2022, c.92, owners of rental units in the Township of Lawrence shall provide a certificate of liability insurance for negligent acts and omissions as set forth below. Such insurance may be provided as part of policies such as those for commercial general liability, personal liability, or an umbrella insurance policy.
  - ☐ For landlords of one or more rental units: \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident of occurrence.
  - ☐ For owner-occupied two-, three-, or four-family homes: \$300,000 for combined property damage and bodily injury to or death of one or more persons in any one accident of occurrence.
- ☐ This form is due at the time of the creation of the first tenancy in any newly constructed or reconstructed building.
- ☐ Owners of non-owner occupied one- and two-unit dwellings must supply their tenants with a copy of this form and amendments made to it.
- ☐ Owners of multiple dwelling units (like apartment complexes) must also comply with filing forms with the Bureau of Housing Inspection in the Department of Community Affairs as defined in N.J.S.A. 55:13A-3.

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#### PLEASE CHECK ONE:

- ☐ Owner of a non-owner occupied one- or two-unit dwelling (*Fill out numbers 1 through 9 below*)
- ☐ Owner of an owner-occupied two-, three-, or four-family home (*Fill out numbers 1 and 2 below*)

(1) Property Address:

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(2) The names, mailing addresses, telephone numbers and email addresses of all record owners of the building or the rental business (including all general partners in the case of a partnership) are as follows:

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- (3) If the record owner is a corporation, the names, addresses, telephone numbers and email addresses of the registered agent and of the corporate officers are as follows:

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☐ Check here if record owner is not a corporation.

- (4) If the address of any record owner is not located in the county in which the dwelling is located, the name, address, telephone number and email address of a person who resides in the county and is authorized to accept notices from a 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:

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☐ The addresses, telephone numbers and email addresses of all record owners in the county in which the dwelling is located:

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- (5) The name, address, telephone number and email address of the managing agent is as follows:

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☐ There is no managing agent.

- (6) The name, address, telephone number and email address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:

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☐ There is no superintendent, janitor, custodian or other person employed to provide regular maintenance service.

- (7) The name, address, telephone number and email address of an individual representative of the record owner or managing agent who may be reached or contacted at any time in the event of an emergency affecting the dwelling or any dwelling unit, including such emergencies as the failure of any essential service or system, and who has authority to make emergency decisions concerning the building, including the making of repairs and expenditures, is as follows:

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- (8) The name, address, telephone number and email address of all holders of recorded mortgages on the property are as follows:

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☐ There is no recorded mortgage on the property.

(9) If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

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\_\_\_\_\_

☐ The building is not heated by fuel oil.

☐ The building is heated by fuel oil, but the landlord does not furnish heat.

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**ADDITIONAL INFORMATION:**

**Name(s) of Tenant(s):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Comments:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

☐ **THIS DWELLING IS A PRIVATE RESIDENCE AND IS NOT A RENTAL UNIT**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Landlord or Authorized Representative**

**DO NOT WRITE BELOW THIS LINE – OFFICE USE ONLY**

***MUNICIPAL CLERK'S OFFICE:***

**Date Received:** \_\_\_\_\_

**Check Number:** \_\_\_\_\_