

LANDLORD / TENANT GENERAL INQUIRY FORM
MONTCLAIR TOWNSHIP LANDLORD / TENANT HOUSING ADVISORY COMMITTEE

1. Date of Inquiry: _____ Inquiry Type: Landlord or Tenant: _____

2. Full Name: _____

Address: _____ Apt. _____

Telephone Number (Home) _____ Work: _____ Cell: _____

Email Address (Required): _____

3. Type of Inquiry – Circle one or all that apply and briefly describe the situation:

- Landlord Complaint _____
- Tenant Complaint _____
- General Information or Referral Need _____
- Housing Code Violation Use Page Two _____

Additional Details: _____

4. Complete the Below Property Information – if this inquiry is regarding a rental unit. Otherwise leave this section blank.

A. Is the dwelling in a multifamily building of three or more units? No ___ Yes ___ # of Units? ___ If known

Is it a condo/co-op or house? _____ If a house is the dwelling a one or two - family house? _____

B. Does the owner live in the building? No ___ Yes ___

C. Is there a current lease? No ___ Yes ___ Expiration Date: _____

D. Name of Landlord/Owner _____ Address _____

Owner phone : _____ Owner Email: _____

5. What Type of Advisement or Information are You Seeking from this Committee? **PLEASE PRINT FOR READABILITY**

6. Have you discussed the above matter with your tenant or landlord? Yes ___ No ___

7. Have you reported the above matter(s) to any other agency, court or local municipal official(s)? No ___ Yes ___

If yes, what agency, court or municipal official(s)? _____

Please be aware that this committee does not meet with landlords nor tenants who have formal legal case(s) pending with the courts.

Note and Disclaimer: In person appointments occur on the third Wednesday of the month with LTAC confirmation. Currently all correspondence is via email. If you request a voluntary meeting or resolution discussion with this Committee, and individual(s) named in this inquiry, additional information could be requested in matters of complaint(s). The Committee cannot provide legal advice, nor recommend legal counsel to landlords or tenants but may upon request provide resource referral networks. The committee will not be held liable if you share this information with other parties. LTAC Phone Voicemail is: 973-744-1400 ext. 6055.

Form Submitter Signature is Required Here: _____

INSTRUCTIONS: (For Code Enforcement Engagement – See Page Two of this Document)

1. Complete one copy of this form, scan and email it to: 2022.2025LTAC.Committee@gmail.com
2. Upon receipt of your completed form, you will be notified within 5-7 business days via email or phone for further clarification.
3. Upon request a meeting may be scheduled for a time that works for all parties at the Committee's discretion.

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DO NOT COMPLETE THIS PAGE IF YOU DO NOT HAVE A CODE ENFORCEMENT MATTER

Code Enforcement Office: 973-509-5703 – Code Enforcement Officer: Carmine Davino, Jr. Email: cdavinojr@montclairnjusa.org

Full Name of Person Requesting Code Enforcement Inspection Below:

Address for Inspection: _____

Apt. _____ Telephone Number (Home) _____ Work: _____

Cell: _____ Email Address: Required _____

Type of Inspection Type – Check one or all that apply and briefly describe the situation:

- Landlord Inspection _____
- Tenant Inspection _____
- Follow-Up Inspection _____
- Violation Code Enforcement Only _____

Additional Details: _____

This page should only be completed if you are including a code enforcement complaint WITH your Landlord Tenant Advisory Committee (LTAC) Inquiry. This form cannot be completed only for Code-Enforcement. If you do not wish to engage LTAC and only have a code enforcement concern, you must contact code enforcement directly. If you do have a code enforcement concern included with your LTAC inquiry form, LTAC will work in partnership with Code Enforcement to resolve the issues being presented. Feel free to use the space above and below or a separate page with this form to provide additional information.

Email all inquiry forms to 2022.2025LTAC.Committee@gmail.com – Allow at least 5-7 Business Days or sooner for a response.

If your matter is of an urgent nature, it is recommended to notify the LTAC and or Code Enforcement as soon as possible.

Thank you for contacting LTAC
