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.

Rev. 8/2023
LANDLORD / TENANT GENERAL INQUIRY FORM
MONTCLAIR TOWNSHIP LANDLORD / TENANT HOUSING ADVISORY COMMITTEE

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