

**TOWNSHIP OF MONTCLAIR  
RENT CONTROL BOARD**

**APPLICATION TO REQUEST A RENT INCREASE DUE TO MAJOR CAPITAL  
IMPROVEMENTS OR ADDITIONAL SERVICE SURCHARGE**  
*Pursuant to Township Code Rent Regulation § 257-9 D*

**Property Owner Information:**

Property Owner Name: \_\_\_\_\_

Managing Member Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Attorney Preparing the Application (if applicable):**

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_ Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Property Information:**

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Qualifier: \_\_\_\_\_

Address: \_\_\_\_\_

Date property was purchased: \_\_\_\_\_ Purchase price: \_\_\_\_\_

**Tenant Information\***

Address: \_\_\_\_\_ Apartment: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Current rent: \$ \_\_\_\_\_ \*Proposed rent increase: \$ \_\_\_\_\_

Base rent (Rent as of May 1, 2020): \_\_\_\_\_

*\*Must submit one for each tenant whose rent you wish to increase beyond the amount permitted.*

*\*Proposed rent increase shall not exceed 15%*



**Major Capital Improvement/Major Additional Services Surcharge Checklist (please submit 10 copies of following):**

- A detailed contract or proposal and proof of payment as to each improvement/service.
- A proposed actual life recommendation and calculation for amortization, which final determination shall be made by the Rent Control Board.
- Applicant shall provide with each application copies of all work permits as described in § 257-9 D (10).

**Applicant Requirements:**

Applicant/landlord shall simultaneously deliver notice of this application pursuant the requirements of the Township Code Rent Regulation § 257-9 D (4) to each affected tenant by certified mail return receipt requested. ***Please attach Notice to Tenant and a copy of the Certified Mail Return Receipt as proof.***

Applicant/landlord shall submit letters from the Code Enforcement Department and Building/Construction Department stating whether the subject dwelling satisfies the substantial code compliance provision, as defined by Chapter 257. ***Please attach letters.***

Pursuant to § 257-4 D (7) the Rent Control Board has the power to require landlords to produce for examination its financial records associated with the dwelling unit. Landlords should submit in support of their application the following: invoices, bills, or other proof of expenses incurred, and work performed, supplies purchased and/or equipment purchased as stated in the hardship increase application.

***The foregoing statements are made by the undersigned under oath and with full knowledge that if any of the same is a willful misstatement of fact; the penalties provided for the Township of Montclair Code Rent Regulation § 251-17 Violation and Penalties shall apply.***

Property Owner (or agent) Signature: \_\_\_\_\_

Dated: \_\_\_\_\_