

**TOWNSHIP OF MONTCLAIR
RENT CONTROL BOARD**

APPLICATION TO REQUEST A HARDSHIP RENT INCREASE
Pursuant to Township Code Rent Regulation § 257-9 C Hardship Increase

Note: Subsection §257-9 C applies where the annual operating expense for any dwelling exceeds at least 65% of the total gross income.

Property Owner Information

Property Owner Name: _____

Managing Member Name: _____

Mailing Address: _____

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: _____

**Pursuant to § 257-9 C (4) A Landlord shall not be entitled to apply for a hardship increase until they have owned the property for at least 18 months.*

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.*

Operating Expenses/Annual Gross Income Summary

Annual Operating Expenses

(All reasonable expenses necessary to carry out the proper operation and maintenance)

Annual Operating Expenses	List Amount Below
Mortgage Payment	
Property Taxes	
Insurance	
Itemized Maintenance Costs	
Utilities	
Other (please itemize)	
Total Annual Operating Expenses:	\$

Annual Gross Income
(All income realized in connection with the operation)

Annual Gross Income	List Amount Below
Rental Payments (for all residential and commercial units)	
Parking Fees collected for the building	
Rental fees for machines, concessions, garages, and/or other services	
Other income generated from premises (please itemize)	
Total Annual Gross Income:	\$

Hardship Application Checklist (please submit 10 copies of the following):

- A statement for the three prior twelve-months period of gross rental and actual expenses incurred for that time in connection with the operation of the building to be adjusted to reflect the actual period the applicant has owned the building if owned for less than three years.
- A list of all present owners of the property.

Applicant Requirements:

Applicant/landlord shall simultaneously deliver notice of this application pursuant the requirements of the Township Code Rent Regulation § 257-9 C (7) 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 § 257-17 Violation and Penalties shall apply.

Applicant/Property Owner (or agent) Signature: _____

Dated: _____