

ORDINANCE NO. 23-07  
INTRODUCTION DATE: 03-01-2023  
ADOPTION DATE: 03-15-2023

AN ORDINANCE AMENDING CHAPTER 14 (BUILDING AND HOUSING), SECTION 10 (CERTIFICATE OF INSURANCE REGISTRATION) AND AMENDING CHAPTER 5 (FEES), SECTION 5-14 (FEES FOR CHAPTER 14: BUILDING AND HOUSING) OF THE REVISED GENERAL ORDINANCES OF THE TOWNSHIP OF MILLSTONE, COUNTY OF MONMOUTH AND STATE OF NEW JERSEY

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**BE IT ORDAINED** by the Township Committee of the Township of Millstone, County of Monmouth and State of New Jersey, as follows (additions are **underlined**, and deletions are in **strikeout**):

**I**

**Chapter 14 (Building and Housing), Section 14-10 (Certificate of Insurance Registration)** is hereby amended as follows:

**14-10 LANDLORD REGISTRATION**

**Section 14-10.1 Landlord Identity Statement Required.**

Every landlord shall, at the time of the creation of the first tenancy in any newly constructed or reconstructed building, file a certificate of registration with the Township Clerk on the form prescribed by the Commissioner of Community Affairs, also referred to as a Landlord Identity Statement, along with the administrative fee set forth in Section 5-14. **Every landlord required to file a certificate of registration shall file an amended certificate of registration with the Township Clerk within twenty (20) days after any change in the information required to be included thereon.**

**Section 14-10.2 Liability Insurance Required.**

- a. No change.
- b. No change.

**Section 14-10.3 Certificate of Insurance Registration Required.** – No change.

## Section 14-10.4 Violations and Penalties.

**Any landlord who fails to file a certificate of registration with the Township Clerk or who fails to file an amended certificate of registration within twenty (20) days after any change in the information required to be included thereon, shall be subject to a fine of not more than \$500 for each offense.**

Any owner of a rental unit who fails to maintain the liability insurance required by this Section or who fails to annually register the certificate of insurance required by this Section shall be subject to a fine of not less than \$500 but no more than \$5,000.

## **II**

**Chapter 5 (Fees), Section 5-14 (Fees for Chapter 14: Building and Housing)** is hereby amended as follows (additions are **underlined**, and deletions are in **~~strikeout~~**):

### **5-14 BUILDING AND HOUSING**

- a. – o. No change.
- p. The administrative fee for registration of a Landlord Identity Statement **or amended Landlord Identity Statement where the ownership of the premises has changed** shall be \$50.
- q. No change.

## **III**

All Ordinances and parts of Ordinances inconsistent herewith are hereby repealed.

## **IV**

If any section, subparagraph, sentence, clause or phrase of this Ordinance shall be held to be invalid, such decision shall not invalidate the remaining portion of this Ordinance.

## **V**

This Ordinance shall take effect upon adoption and publication according to law.

**EXPLANATORY STATEMENT:** This Ordinance adds provisions for the filing of amended certificates of registration for landlords along with the fee for same. This Ordinance also sets forth penalty provisions for failing to comply with requirements of landlords to file certificates of registration or amendments thereto as the case may be.