

The Borough of Highland Park
Department of Code Enforcement
Rental Property Owner Registration Sheet

Building / Apartment Complex Name:

Date: _____

Property Information

Block _____ **Lot** _____

Building / Apartment Complex Name: _____

Building / Apartment Complex Address: _____

Building / Apartment Complex Office Phone: _____ FAX: _____

Number of Dwelling Units: _____ Number of Buildings: _____

Owner Information

Owner in Title: _____

Owner's Address: _____

Owner's Phone: _____ At least one number must be 24 hour accessible

Cell Phone / Pager: _____

If the Owner is other than an individual, the Registered Agent who will accept all legal notices on the owner's behalf:

Registered Agent: _____

Agent's Address: _____

Agent's Phone: _____ At least one number must be 24 hour accessible

Cell Phone / Pager: _____

Managing Agent

Name: _____

Address: _____

Phone: _____

Cell Phone / Pager: _____

Address:

Superintendent / Custodian / Janitor (person responsible for repairs and the general upkeep of the premises)

Name: _____

Address: _____

Phone: _____ At least one number must be 24 hour accessible

Cell Phone / Pager: _____

Individual Representative of the Owner who may be contacted in the event of an emergency. This person will only be contacted if we cannot reach the Owner / Registered Agent / Managing Agent. This person should have the authority to make emergency decisions regarding the premises and any expenditure necessary for emergency repair.

Name: _____ Phone: _____

Return this form to:

The Borough of Highland Park
Department of Code Enforcement
221 South 5th Ave
Highland Park NJ 08904
FAX: 732 777-6017