



**APPLICATION TO REQUEST A HARDSHIP RENT INCREASE**

*Pursuant to Rent Control Ordinance No. 22-2066*

*Township Code Rent Control Regulations, Chapter 321*

**Property Owner Information**

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

Property Manager 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 **§ 321-31 Hardship applications, eligibility**, a Landlord shall not be entitled to apply for a hardship increase until they have owned the property for at least 12 months.*

**Tenancy Information**

Number of Units: \_\_\_\_\_

Current Rent: \$\_\_\_\_\_ Proposed Rent Increase: \$\_\_\_\_\_

Base Rent (Rent as of December 22, 2022): \$\_\_\_\_\_

*\*One form per unit is required.*

### Operating Expenses/ Annual Gross Income Summary

**Annual Operating Expenses: All reasonable expenses necessary to carry out the proper operation and maintenance**

<b>Operating Expense</b>	<b>Amount</b>
Mortgage Payment	
Property Taxes	
Insurance	
Itemized Maintenance Costs	
Utilities	
Other (Please Itemize)	
<b>TOTAL ANNUAL OPERATING EXPENSES</b>	<b>\$</b>

*\*Feel free to submit expenses & income in another form (Excel spreadsheet) if preferred.*

**Annual Gross Incom: All income realized in connection with the operation**

Operating Expense	Amount
Rental Payments (for all residential & commercial units)	
Parking Fees	
Miscellaneous Rental Fees (machines, concessions, garages, etc.)	
Other Income Generated (Please Itemize)	
<b>TOTAL ANNUAL GROSS INCOME</b>	\$

*\*Feel free to submit expenses & income in another form (Excel spreadsheet) if preferred.*

**Hardship Application Checklist**

\_\_\_\_\_ A statement for the three prior twelve-month periods of gross rental and actual expenses incurred for that time in connection with the operation of the building OR the actual period of ownership if the building has been owned for less than three years.

\_\_\_\_\_ A list of all present owners of the property.

**Application Requirements**

Applicant/landlord shall simultaneously deliver notice of this application pursuant the requirements of the Township Code Rent Regulation **§ 32130 – D** to each affected tenant by certified mail return receipt requested. ***Please attach proof.***

Pursuant to **§ 32130 – B** the services of a financial consultant shall be provided to assist the Rent Control Board in evaluating accounting information. The consulting fees shall be funded through an escrow account required of landlords making hardship appeals. Escrow shall be no more than \$250 for landlords with less than 50 units and no more than \$500 for a landlord with 50+ units.

***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 Code of the Borough of Highland Park Rent Regulation § 321-40 Violations and penalties.***

Applicant/Property owner (or agent) Signature: \_\_\_\_\_

Date: \_\_\_\_\_