



Please type or print clearly

APPLICATION FOR RENTAL MERCANTILE LICENSE
Township Code §208

Please make all checks payable to:
Eagleswood Township
146 Division Street
West Creek, NJ 08092
Attn: Zoning Office

Official Use Only

Date Received:

Approved: ☐ Denied: ☐

Fee: Check #:

Mercantile License renewal fee (\$25.00) is due the first business day of each New Year, along with a certificate of insurance.

1. INITIAL APPLICATION _____ RENEWAL APPLICATION _____ CHANGE OF TENANCY _____

2. Property Address: _____, Block _____ and Lot _____

P.O. Box not sufficient

3. Applicant/Business/Trade Name: _____

4. Owner's Mailing Address: _____

5. Owner(s) Phone Number(s): Primary _____, Secondary: _____

6. Owner's E-mail Address: _____

7. If Corporation, Name, Address, and Phone Number of all general partners: _____

8. Registered Agent's Name: _____

9. Registered Agent's Address: _____

10. Registered Agent's Phone Number: Primary: _____, Secondary: _____

E-Mail Address: _____

11. Number of Bedrooms: _____ Number of Adults _____ Number of Children _____ Total Occupants: _____

12. If fuel oil is used to heat the building and the landlord furnishes the heat in the building, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used: _____

As to each rental unit, specification of the exact number of sleeping rooms contained in the rental unit and exact number of sleeping accommodations contained in each sleeping room, identifying each sleeping room specifically by the number and location within the rental unit and by square footage thereof. In order to satisfy the requirement of this provision, an owner shall submit a **floor plan, indicating the square footage of each bedroom** which shall become a part of the registration application and which shall be attached to the registration form when filed with the Code Enforcement Officer or his designee.

The undersigned does hereby certify that the statements above given are true and to the best of my knowledge, and that I will comply with all lawful regulations.

Print Name

Owner's Signature

Date

DO NOT WRITE BELOW LINE, TAX COLLECTOR USE ONLY

There [are/are not] delinquent property taxes or assessments due on above referenced property.

Property taxes/assessments due are paid through _____

Tax Collector or Designee

APPLICATION MUST BE FILLED OUT ENTIRELY

Please see next page for details regarding required certificate of insurance

Requirements for certificate of insurance

Business and Rental Unit Liability Insurance Implementation of P.L. 2022, c. 92

P.L. 2022, c. 92, signed into law on August 5, 2022, institutes a new minimum liability insurance requirement for owners of businesses and rental units (whether residential or non-residential). Such owners will be required to annually register the certificate of insurance in the municipality where the business or rental unit is located.

Minimum Insurance Coverage

Effective for new insurance policies issued on or after November 3, 2022, the law will require the owner of a business, or one or more rental units, to maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence. Such insurance could be provided as part of policies such as those for commercial general liability, personal liability, or an umbrella insurance policy.



EAGLESWOOD TOWNSHIP

146 Division St. • West Creek, NJ 08092
(609) 296-3040 • www.eagleswoodtwpnj.us

State of New Jersey, Department of Community Affairs Landlord Registration

To be filed with the Eagleswood Township Municipal Clerk

Name of the Owner of Premise: _____

Address of Premise: _____

Block _____ Lot _____ Number of Units _____

Mailing Address of the owner of the Premise: _____

If the address of the owner is not within the county of the rented premises, the name and address must be provided of the person authorized to accept notices from tenants, issue receipts and accept service of process (legal notices) on behalf of the owner.

Name, address and phone # of person authorized to accept service on behalf of the owner (if applicable):

If Partnership- name, address and phone # of all partners:

If Corporation- name, address and phone # of all corporate officers:

If Corporation- name, address and phone # of the Registered Agent:

Name, address and phone # of the Managing Agent:

Name, address and phone # of the person employed to provide regular maintenance services:

Name, address and phone # of each mortgage holder:

If fuel oil is used to heat the building and provided by the Landlord, the name, address and phone number of the supplier and the grade of fuel used:

Phone # _____ Fuel Grade _____

Signature of Owner _____

Date _____