

EGG HARBOR TOWNSHIP

# RENT REVIEW BOARD

CHECKLIST, APPLICATION, SAMPLE DOCUMENTS

---

# RENT REVIEW BOARD HEARINGS CHECKLIST

## STEPS IN THE HEARING APPLICATION PROCESS

### STEP 1

The Landlord is required to provide to the Rent Review Board the following:

- 15 copies of Application
- Fee in the appropriate amount pursuant to Chapter 180-13. Fees.  
<http://www.ecode360.com/8040464#8040581>

### STEP 2

The hearing date shall be scheduled between 15 and 45 days from receipt of completed application by the Rent Review Board. Thereafter, the Landlord shall be notified by the Rent Review Board Secretary of the scheduled hearing date and time via telephone, regular mail and or email.

### STEP 3

The Landlord must make a good faith effort to serve each TENANT by

- Personal service or
- Certified mail, return receipt requested

Service to TENANT shall include

- Copy of application for increase sought
- Prompt notice informing each TENANT of the date, time and place of the hearing of the BOARD or any adjourned or subsequent hearing of the BOARD concerning the application
- As part of the application for increases under §§ 180-7 (Increase based on consumer price index), 180-8 (Tax Surcharge) and 180-12 (Increase by Agreement) of this chapter, the landlord shall provide the tenants with the following notice:

If you do not file a written objection to this application with the Secretary of The Egg Harbor Township Rent Review Board and The Landlord within 14 days from the day you receive this notice, and if written objections of 10% or more of the rental units affected by the application for the rent increase are similarly not filed with the Secretary of the Egg Harbor Township Rent Review Board and The Landlord within said 14 day period, and the Township Rent Review Board makes the determination that the calculations supporting the increase are correct and the application otherwise complies with the provisions of this chapter, the increase may be granted and you may not have the opportunity to present testimony to the Board.

- As part of a complete application for an increase pursuant to § 180-9 (Capital Improvement Surcharge), 180-10 (Hardship Surcharge) or 180-11 (Rate of Return) of this chapter, the landlord shall file with the Rent Review Board the following books and records, all certified to be true and correct by the applicant or the applicant's accountant: profit and loss statements, balance sheet, statement of retained earnings, statement of changes in financial position and such other books and records as the

Rent Review Board Chairman, on the advice of the Rent Review Board Accountant, may deem necessary for a full understanding of the applicant's financial position in connection with application for rent increase, including but not limited to a reviewed financial statement, canceled checks, invoices, detached depreciation schedules, pertinent portions of tax returns and other financial documents. The Rent Review Board shall make the books and records available for inspection by the tenants of the affected dwellings and/or their duly authorized representatives. No application shall be deemed complete until the provisions of this subsection and Subsection H of this section shall have been complied with and until the application is certified, in writing, as complete by the Rent Review Board Chairman

- TENANT must have at least 14 days to review the application

#### **STEP 4 – 5 days before the hearing**

LANDLORD must provide to the BOARD five (5) days before the hearing the following documents

- List of all affected TENANTS by name and address
- Affidavit of Personal Service or Service by Mail to affected tenants
- Proof of service
  - If by hand, list of tenants with signatures
  - If by mail, certified mailing and delivery receipts

Chapter 180. Rent Review may be viewed in its entirety by following this link:  
<http://www.ecode360.com/8040464>

# Township of Egg Harbor

## Rent Review Board

3515 Bargaintown Road, Egg Harbor Township NJ 08234-8321  
609-926-4085 ☎ 609-926-4104 facsimile ☎ [www.egt.gov](http://www.egt.gov)

Robert Constantine, *Chairman*  
Roger C Steedle, *Solicitor*  
John J Murray, *Accountant*

Andrea Smith, *Board Secretary*

### LANDLORD RENT REVIEW BOARD APPLICATION

PROPERTY  Mobile Home  Apartment  Floating Home

Property Name \_\_\_\_\_

Property Address \_\_\_\_\_

Block \_\_\_\_\_ Lot \_\_\_\_\_ # of Units \_\_\_\_\_

If additional space is required for property description, check here  and attach additional sheet.

#### OWNER

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Telephone No. ( ) Unlisted \_\_\_\_\_ Facsimile \_\_\_\_\_

Email Address \_\_\_\_\_ Mobile Phone ( ) Unlisted \_\_\_\_\_

#### AGENT

Agent Name \_\_\_\_\_

Agent Address \_\_\_\_\_

Telephone No. ( ) Unlisted \_\_\_\_\_ Facsimile \_\_\_\_\_

Email Address \_\_\_\_\_ Mobile Phone ( ) Unlisted \_\_\_\_\_

#### ATTORNEY

Attorney Name \_\_\_\_\_

Attorney Address \_\_\_\_\_

Telephone No. ( ) Unlisted \_\_\_\_\_ Facsimile \_\_\_\_\_

Email Address \_\_\_\_\_ Mobile Phone ( ) Unlisted \_\_\_\_\_

**RENT**

Current Monthly Rates \_\_\_\_\_

Date of Last Increase \_\_\_\_\_

Amount and percentage of last increase \_\_\_\_\_

Proposed New Increase \_\_\_\_\_

Proposed Increase Percentage<sup>1</sup> \_\_\_\_\_

**APPLICABLE ORDINANCE SECTIONS FOR INCREASE**

	Yes	No
§180-7 Increase based on consumer price index (CPI)	_____	_____
§180-8 Tax Surcharge	_____	_____
§180-9 Capital Improvement Surcharge	_____	_____
§180-10 Hardship Surcharge	_____	_____
§180-11 Rate of Return	_____	_____
§180-12 Increase by Agreement	_____	_____

**APPLICATION FEE SCHEDULE**

The appropriate fee must be included with this application	FEE
§180-7* Increase based on consumer price index (CPI)	\$600
§180-8* Tax Surcharge	\$600
§180-9* Capital Improvement Surcharge	\$600
§180-10 Hardship Surcharge	\$100
§180-11 Rate of Return	\$100
§180-12 Increase by Agreement	\$600

**CHECKLIST**

- Check payable to Township of Egg Harbor
- 15 sets of this completed application

\* If application is for hearing of any of these sections concurrently, then there shall only be one fee collected (\$600).

Pursuant to Chapter 180-13C, once a hearing has been scheduled and advertised, there will be a fee of \$50 for the cancellation or rescheduling of the hearing. If granted, the fee will be payable by the party requesting the cancellation or rescheduling. Only those requests for cancellation and reschedule made prior to the meeting being called to order will be subject to this cancellation fee.

Pursuant to Chapter 180-4D (4), the Rent Review Board Secretary shall set an initial date for a hearing no sooner than neither 15 days nor later than 45 days after the completed application has been filed with the Rent Review Board.

Applicant/Agent Sign → \_\_\_\_\_ Date \_\_\_\_\_

Owner Sign → \_\_\_\_\_ Date \_\_\_\_\_

For Board Use Only

Date of Filing of Application \_\_\_\_\_

<sup>1</sup> Compute to two (2) decimal points

Notice of Rent Review Board Hearing for Lot Rent Increase

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

To: All Residents of \_\_\_\_\_

Enclosed you will find a copy of Landlord Rent Review Board Application filed with the Rent Review Board of Egg Harbor Township pursuant to

- §180-7 Increase based on consumer price index
- §180-8 Tax Surcharge
- §180-9 Capital Improvement Surcharge
- §180-10 Hardship Surcharge
- §180-11 Rate of Return
- §180-12 Increase by Agreement

This letter of notification shall be served on each resident advising of the Rent Review Board hearing scheduled as follows:

Date \_\_\_\_\_ Time \_\_\_\_\_

Place Egg Harbor Township Courtroom, 3515 Bargaintown Road, Egg Harbor Township NJ

**Residents have the right to attend the meeting.**

*If you do not file a written objection to this application with the Secretary of The Egg Harbor Township Rent Review Board and The Landlord within 14 days from the day you receive this notice, and if written objections of 10% or more of the rental units affected by the application for the rent increase are similarly not filed with the Secretary of the Egg Harbor Township Rent Review Board and The Landlord within said 14 day period, and the Township Rent Review Board makes the determination that the calculations supporting the increase are correct and the application otherwise complies with the provisions of this chapter, the increase may be granted and you may not have the opportunity to present testimony to the Board.*

Very truly yours,

\_\_\_\_\_  
Owner or Authorized Agent Signature

\_\_\_\_\_  
Printed Name

- Enclosures:
- Application
  - Notice to Quit<sup>1</sup>

<sup>1</sup> This is discretionary on the part of the Landlord who can supply the Notice to Quit before the hearing (most often as part of the notice package to tenants), but the landlord must supply it to tenants 30 days before the effective date of any approved increase if not done sooner.

**Notice to Quit  
Notice of Rent Increase and New Lease**

Dear Resident

**1. Present Lease**

You now rent a lot at \_\_\_\_\_  
Lot is described as No. \_\_\_\_\_

**2. Purpose of Notice**

Your landlord wants to increase your lot rent. In order to do this, your landlord must terminate (end) your present lease and offer you a new lease at the approved increase in rent.

**3. Termination of Lease**

Your present lease is terminated as of \_\_\_\_\_. You must quit and vacate the property as of that date (date of termination). This means you must move out and deliver possession to your landlord. If you choose to stay, you may renew your lease and pay the new rent.

Commencing Date \_\_\_\_\_ New Monthly Rent: \_\_\_\_\_

**4. Changes to your lease and rules and regulations**

- None
- Other

**5. Acceptance**

If you remain in possession of this lot property after the termination date, it will mean that you accept and agree to this rent increase.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Park Owner or Authorized Agent

**AFFIDAVIT OF SERVICE BY MAIL OR PERSONAL SERVICE**

State of \_\_\_\_\_

County of \_\_\_\_\_

I, \_\_\_\_\_, being duly sworn, depose and state the following:

1. I represent the Applicant in the following capacity: \_\_\_\_\_
2. The Applicant herein is known as: \_\_\_\_\_
3. On this day I served  via personal service  via certified mail the following documents
  - Rent Review Board Application
  - Notice of Rent Review Board hearing indicating date, time, place and purpose of meeting
  - Note to Quit (Notice of Rent Increase and New Lease)
4. There are a total of \_\_\_\_\_ tenants affected by the rent increase sought.
5. The tenants and units not affected and reason for same is indicated hereinbelow:

Tenants/Units Not Affected by Increase	Reason

I declare under penalty of perjury that the foregoing is true and correct.

Date \_\_\_\_\_

Signature → \_\_\_\_\_

Sworn to before me on this day

\_\_\_\_\_

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expiration Date

[seal]