

## ORDINANCE #1065

### AN ORDINANCE OF THE BOROUGH OF OCEANPORT, COUNTY OF MONMOUTH, STATE OF NEW JERSEY AMENDING CHAPTER 295 SECTIONS 21, 22, 25 CONCERNING LANDLORD REGISTRATION OF THE CODE OF THE BOROUGH OF OCEANPORT TO IMPLEMENT REQUIREMENTS OF THE NEW JERSEY ACT REQUIRING LIABILITY INSURANCE FOR RENTAL UNIT OWNERS PURSUANT WITH P.L. 2022, CHAPTER 92 AND N.J.S.A. 40A:10A-1 AND 40A:10A-2

**WHEREAS**, the State of New Jersey requires that all landlords file a Landlord Identity Registration form with the municipal clerk pursuant to N.J.S.A. 46:8-28 and 46:8-29; and

**WHEREAS**, pursuant with P.L. 2022, CHAPTER 92 and N.J.S.A. 40A:10A-1 and 40A:10A-2, the municipality is now required to implement by ordinance the portion of the Act requiring rental unit owners to maintain certain liability insurance policies and submit proof of same; and

**WHEREAS**, P.L. 2022, C. 92, provides for the charge of a reasonable administrative fee for the administration of this requirement,

**NOW, THEREFORE, BE IT ORDAINED**, by the Borough Council of the Borough of Oceanport that the following amendments to Chapter 295 be made:

Chapter 295. Property Maintenance

Article V. Housing and Commercial Certificates of Occupancy

§ 295-21. Registration of landlord, Proof of General Liability Insurance

A. The landlord of a single-unit dwelling or two-unit dwelling not owner occupied shall be registered with the Clerk of the Borough of Oceanport, pursuant to N.J.S.A. 46:8-28, and provide a copy of the registration to each individual tenant by separate forms, the name, age and rental unit address of each occupant or tenant 18 years or older occupying a rental unit, and a floor plan of the rental unit. These forms shall be filed with the Borough Clerk and shall not be available for public inspection. For multifamily dwellings, a copy of the certificate of registration filed with the New Jersey Bureau of Housing Inspection shall be filed with the Clerk of the Borough of Oceanport.

B. General liability insurance required.

(1) Minimum limits of general liability insurance. The owner of a rental unit or units, and the owner of a multifamily home of four or fewer units, one of which is owner occupied, shall 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.

(2) Proof of general liability insurance required. The owner of a rental unit or units, and the owner of a multifamily home of four or fewer units, one of which is owner occupied, shall annually register the certificate of insurance demonstrating compliance with section 1 above with the municipality in which the rental units, or multi-family home is located.

§ 295-22. Registration forms.

A. In accordance with N.J.S.A. 46:8-28, all rental units shall be registered and licensed as provided herein.

B. Every owner shall file with the Housing Inspector or his designee a registration form or other forms developed by the Borough for each rental unit contained within a building or structure, which shall include the following information:

(1) The name, address and telephone number of the owner or owners of the premises and the record owner or owners of the rental business, if not the same persons, shall be provided. In the case of a partnership, the names and addresses of all general partners shall be provided, together with the telephone numbers for each individual partner, indicating where such individual may be reached both during day and evening hours, which telephone numbers shall include cell phone numbers. If the record owner is a corporation, the name and address of the registered agent and corporate officers of said corporation shall be provided, together with the telephone number for each such individual, indicating where such individual may be reached both during day and evening hours, which shall include providing the cell phone numbers of each such individual. All registration addresses shall be physical addresses; post office boxes alone are insufficient.

(2) If the address of the owner of record is not located in the County of ~~Ocean~~ Monmouth, the name, address and telephone number of a person who resides in the ~~Ocean~~ Monmouth who is authorized to accept notices from a tenant and to issue receipts therefor and to accept service of process on behalf of the owner of record.

- (3) The name, address and telephone number of the managing agent of the premises, if any.
- (4) The name, address and telephone number of the superintendent, janitor, custodian or other individual employed by the owner of record or managing agent to provide regular maintenance service, if any.
- (5) The name, address and telephone number and cellular telephone number of an individual representative of the owner of record or managing agent who may be reached or contacted at any time in the event of an emergency affecting the premises or any unit of dwelling space therein, including such emergencies as the failure of any essential service or system, and who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection therewith.
- (6) As to each rental unit, a specification of the exact number of sleeping rooms contained in the rental unit and the exact number of sleeping accommodations contained in each of the sleeping rooms, identifying each sleeping room specifically by number and location within the apartment or dwelling and by the square footage thereof.
- (7) As to each rental unit, the maximum number of occupants as established by the New Jersey State Housing Code.
- (8) Name, address and telephone number of any and all rental agencies with the authority to lease or otherwise permit occupancy of the subject premises.
- (9) Number of occupants or tenants occupying the rental unit.
- (10) Whether or not the landlord has conducted a tenant screening for each new tenant and authorized adult household member.
- (11) Such other information as may be prescribed by the Borough on the appropriate form or otherwise by ordinance or resolution.

§ 295-25. Fees.

The Borough shall charge nonrefundable fees for a CCO. Payment of fees shall be made at the time the application is submitted, and prior to the Borough official making any inspection as follows:

- A. Rentals/resales and transfers of ownership: \$65.
- B. Commercial or industrial buildings or parts thereof: \$100.
- C. Reinspection, each time: \$50.
- D. Eligible expedited certificate: \$125.
- E. Landlord Registration with Certificate of Insurance: \$25

**APPROVED ON FIRST READING**

DATED: December 1, 2022

JEANNE SMITH  
Clerk of the Borough of Oceanport

**ADOPTED ON SECOND READING**

DATED: December 15, 2022

JEANNE SMITH  
Clerk of the Borough of Oceanport

**APPROVAL BY THE MAYOR ON THIS \_\_\_\_\_ DAY OF \_\_\_\_\_.**

**JOHN F. COFFEY, II**  
**Mayor**