

## ***FREQUENTLY ASKED QUESTIONS***

### **Q. WHO NEEDS A RENTAL PROPERTIES LICENSE?**

A. Anyone renting a residential unit in the Town of Boonton is required to have the rented unit or dwelling licensed with the Town of Boonton.

### **Q. HOW MUCH DOES A LICENSE COST?**

A. The cost is \$50.00 per unit for registration, \$50.00 per unit annually, \$50.00 per unit when tenant changes or \$50.00 per unit re-inspection.

### **Q. HOW DO I OBTAIN A LICENSE?**

- A.
  1. Obtain and fill out the registration form. Registration forms can be downloaded from the Town's website at [www.boonton.org](http://www.boonton.org) or can be picked up at the Building Dept. at Town Hall, 100 Washington St., Boonton, between the hours of 8:30 am and 4:00 pm.
  2. Submit the registration form along with the \$50.00 registration fee for each unit to the Building Dept. at Town Hall, 100 Washington St., Boonton, 07005. The registration form also includes a request for names of all tenants, apartment/unit numbers and unit floor plans that include all sleeping rooms. This information is requested for public safety purposes in the event of a fire or disaster as well as for your own legal protection.
  3. Schedule an inspection of your property with the rental property licensing unit at Town Hall.
    - a. If your property passes inspection you will be given a Rental Property License.
    - b. If the property does not pass inspection you will be given a violation notice listing the needed repairs and you will have 30 days to correct the violations. When the repairs are made and the \$50.00 re-inspection fee is paid you must notify the inspector and schedule the re-inspection. If the property passes inspection you will be given a Rental Property License.

### **Q. HOW LONG IS MY LICENSE GOOD FOR?**

A. You must obtain a new license annually or whenever there is a change in tenant/occupancy. Tenant lists are also required to be submitted annually or whenever there is a change in tenant.

### **Q. WHAT HAPPENS IF I DO NOT HAVE A LICENSE?**

A. If you do not have a license and are renting out a property, you are operating an illegal rental unit. As the property owner, YOU are responsible for ensuring that you hold a current license for each rental unit that you own. Failure to possess a valid license will result in a municipal summons subject to a penalty of up to \$2000.00

