

Dear Town of Boonton Property Owner:

The Mayor and Board of Aldermen recently adopted Rental Property Ordinance 29-06. This ordinance requires all residential rental units to be registered, inspected and licensed with the Town of Boonton (this includes rental of single-family homes). The owner of record or agent of record will be required to register the rental property annually. Re-registration for any change in tenant or occupancy will also be required. Notification must be made upon the sale of any rental property.

The first step in implementing this ordinance will be for all residential rental properties to be registered by AUGUST 1, 2008. Once the registration form is filled out and the registration fee paid, the Zoning Officer will determine whether or not the rental unit is “legal”. If the Zoning Officer determines that the unit is not “legal” the owner will be required to seek a variance from the Board of Adjustment in order to rent the unit. When the Zoning Officer determines the unit to be legal, an appointment will be made to have an inspector do a site inspection to verify compliance with the Rental Property Ordinance. If compliance is met a license will be issued. A license is required to be posted inside every rental unit.

Registration forms are available online or can be picked up at Boonton Town Hall, 100 Washington Street between the hours of 8:30 am to 4:00 pm. The registration fee is \$50 per each rental unit and covers the initial inspection. An additional \$50 will be charged for any re-inspections or for any change in tenancy/occupancy. Failure to obtain the necessary license will result in the issuance of a municipal summons which carries fines of up to \$2,000.

Thank you for your cooperation in implementing this new ordinance.

The ordinance, registration forms and frequently asked questions are available on the Town's website at www.boonton.org.

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 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