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[www.boonton.org](http://www.boonton.org)

**TOWN OF BOONTON**  
100 WASHINGTON STREET  
BOONTON, NEW JERSEY - 07005



June 17, 2016

Dear Residential Property Owner:

Re: ANNUAL REGISTRATION

Town of Boonton Ordinance 218-4.A. requires all residential housing/apartment units that are not owner occupied be registered with the Town by **August 1<sup>st</sup> of each year**. All housing/apartment units are subject to local housing inspections every two years.

Registration Fees are as follows:

Three (3) or more housing units per building - \$20 per unit

One (1) or Two (2) housing units per building - \$25 per unit

**Note: If property is owner occupied, the owner occupied unit is fee exempt. All other apartments in the owner occupied building are subject to the application fees and inspection.**

Please review the enclosed registration form carefully and be sure all information is correct on **PAGE 1**. Include all updated phone numbers and contact information. Be sure to complete and sign **PAGE 2**. Print legibly and spell the names correctly of all tenants, including children. **The TENANT INFORMATION must be supplied even if the tenants have not changed from last year.**

Return the completed application form along with the appropriate fee no later than August 1, 2016. After that date, the residential property will be considered "not registered" and as Owner in Fee you will be in violation of Boonton's Residential Property Ordinance and subject to a fine up to \$2000. If the property is due for inspection you will be contacted, at least 30 days in advance, as to the time and date of the inspection.

Sincerely yours,

**CODE ENFORCEMENT DEPARTMENT**

A handwritten signature in black ink that reads "Russ H".

Russ Heiney, Code Enforcement Official