

Rick Miller  
Mayor



Phone: (856) 767-7777  
Fax: (856) 753-9122

Municipal Building  
59 South White Horse Pike  
Berlin, New Jersey 08009

Website: [www.berlinnj.org](http://www.berlinnj.org)

**APARTMENT LICENSE REGISTRATION**  
**Pursuant to Chapter 256 of the Code of the Borough of Berlin**  
**Annual Fee: \$50.00 per unit (make check payable to Borough of Berlin)**

Must be filed within thirty (30) days of transfer of ownership or creation of new rental units

1. Name, Address & Phone # of record owner(s) of premises:

_____	( ) _____
_____	( ) _____
_____	
_____	

2. Address of rental property: \_\_\_\_\_

Number of units: \_\_\_\_\_

3. Name and phone number of tenant(s) per unit:

_____	( ) _____
_____	( ) _____
_____	( ) _____
_____	( ) _____

4. If corporation, the name, address and phone number of the registered agent and corporate officers of said corporation:

_____	( ) _____
_____	
_____	

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5. Managing agent or maintenance service who may be contacted at any time in the event of an emergency affecting the premises:

\_\_\_\_\_ ( ) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. If fuel oil is used to heat the building and the landlord furnishes the heat, please state the name and address of fuel oil dealer and the grade of fuel oil.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Name and Address of every holder of a recorded mortgage on the premises:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Number of sleeping rooms: \_\_\_\_\_

**PLEASE NOTE: Floor plan of each unit must be submitted and attached to the application.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Official

\_\_\_\_\_  
Date