



# CITY OF JERSEY CITY

Department of Housing, Economic Development and Commerce

Division of Housing Preservation

Office of Landlord/ Tenant Relations

**STEVEN M. FULOP**  
MAYOR

## LANDLORD APPLICATION FOR CAPITAL IMPROVEMENT

**This Application must be filled out completely in order for it to be processed**

Block # \_\_\_\_\_ Lot # \_\_\_\_\_ CLAIM # C -

1. Name of Landlord: \_\_\_\_\_

2. Address: \_\_\_\_\_ Suit # \_\_\_\_\_

City : \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

3. Telephone: ( ) \_\_\_\_\_

4. If Corporate Landlord: \_\_\_\_\_

Name of Officer preparing this application \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

5. If Attorney preparing this application: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_

6. Address of Building: \_\_\_\_\_ Apt # \_\_\_\_\_

Jersey City, New Jersey Zip : **0730**

		Units	Number of Windows	Sq. Ft.
7. # of Rental Units:	Residential:	_____	_____	_____
	Commercial:	_____	_____	_____
	Total:	_____	_____	_____

8.# of Rooms: \_\_\_\_\_

*Chapter 260-9 Sec. D # 2, there is hereby established the schedule of fees for filling a Capital Improvement application to the Rent Leveling Board, which fees shall be payable to the City of Jersey City as provided in Chapter 160 fees and charges - \$ 20.00 per housing space for major or minor capital improvement*

*Itemize the cost for improvements of these services and indicate the amortization period for this investment (If doing Capital Improvement in more than 1 apartment, separate costs for each apartment).*

PROPOSED METHOD OF ALL ALLOCATION		5/10 years	Number of			
Common Areas	Cost		Sq. ft	Windows	Rooms	Units
<b>Items</b>						
<b>Heating :</b>		\$				
<b>Structural:</b>		\$				
<b>Plumbing:</b>		\$				
<b>Fire prevention:</b>		\$				
<b>Electrical:</b>		\$				
<b>Other:</b>		\$				
<b>Apt #</b>						
<b>Items:</b>						
<b>Heating :</b>		\$				
<b>Structural:</b>		\$				
<b>Plumbing:</b>		\$				
<b>Fire prevention:</b>		\$				
<b>Electrical:</b>		\$				
<b>Other:</b>		\$				
<b>Total \$</b>						

**PROPOSED METHOD OF ALL ALLOCATION**

Apt #		Cost	5/10 years	Number of			
				Sq. ft	Windows	Rooms	Units
<b>Items</b>							
<b>Heating :</b>		\$					
<b>Structural:</b>		\$					
<b>Plumbing:</b>		\$					
<b>Fire prevention:</b>		\$					
<b>Electrical:</b>		\$					
<b>Other:</b>		\$					
<b>Total</b>		\$					

<b>Apt #</b>							
<b>Heating :</b>		\$					
<b>Structural:</b>		\$					
<b>Plumbing:</b>		\$					
<b>Fire prevention:</b>		\$					
<b>Electrical:</b>		\$					
<b>Other:</b>		\$					

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<b>DATE:</b>	<b>VENDOR</b>	<b>ITEM</b>	<b>COST</b>

CLAIM # C -

PLEASE COMPLETE AS APPLICABLE

**PROPOSED ALLOCATION OF COSTS OF CAPITAL IMPROVEMENT  
OR IMPROVED OR INCREASED SERVICES.**

Tenant's Name	Apt #	Phone #	NUMBER OF			ALLOCATION OF COSTS PER				Current Rent	Rent Increase	Proposed New Rent
			Rooms	Windows	Sq Ft.	Unit	Room	Window	Sq. ft.			

**NOTICE OF CAPITAL IMPROVEMENT**

**Landlord's name** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** Jersey City **State:** NJ **Zip:** 0730

**Phone:** \_\_\_\_\_

**Building address:** \_\_\_\_\_

**Jersey City, New Jersey:** **Zip:** 0730

**Dear:** \_\_\_\_\_ **Apt #** \_\_\_\_\_

Please be advised that I have made an application for a capital improvement rent increase to the Rent Leveling Board. The basis for this application is for improvement performed on your building/apartment, as follows ( summary of improvement):

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

I am requesting a rent increase of \$ \_\_\_\_\_ per room/per apartment/per window  
per month, for a total increase of \$ \_\_\_\_\_ per month for your apartment.

**This increase cannot be collected prior to the Rent Leveling Board making a final decision on the application.**

This notice is being sent in compliance with § Chapter 260 – 5. C (Multiple Dwelling Rent Control) of the Jersey City Code.

A copy of my application together with supporting documentation is filed in the Rent Leveling Office, 342 Martin Luther King Drive, Jersey City, N.J. 07305. You may write to request a copy from me, the Landlord.

**AFFIDAVIT IN SUPPORT OF APPLICATION**

**STATE OF NEW JERSEY**

**SS:**

**COUNTY OF HUDSON**

Having submitted this application and the required documentation, I hereby swear/affirm that to the best of my knowledge, all the information and attachments supplied are accurate and further that there is no attempt on my part to conceal any evidence that may have a bearing on this application.

I further swear/affirm that I am the owner or the legitimate representative of the owner and that I have been duly appointed to represent the owner in the processing of this Application for a Capital Improvement Rent Increase.

I further swear/affirm that I have served notice of this application upon each of the tenants as required by §260- 5C of the Jersey City Municipal Code, and that true copies of said notice to the tenants are hereby attached.

I hereby swear/affirm that all the statements made by me and the documents provided are true.

**Owner's Signature/Print Below:**

\_\_\_\_\_

**Date:** \_\_\_\_\_

**SWORN TO AND SUBSCRIBED BEFORE ME**

**On this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_**

**Personally appeared \_\_\_\_\_ who has satisfactorily identified himself/herself as the signer of the above document.**

\_\_\_\_\_  
Notary Public Print Name and Commission Expiration Date

## Check List for Capital Improvement

- 1- Signed and completed Application
- 2- Description of work that was done - include pictures both before and after
- 3- Proof that work was done - contracts, invoices for all materials and contractors, (itemized cost must be provided in proposals/contracts), proof of all payments (credit card receipts, cancelled checks) certificate of continued occupancy.
- 4- Copies of applicable permits, and compliance with applicable official codes.
- 5- Proof of compliance with §260-3J which requires that the landlord provide each tenant with a copy of the Truth-in-Renting Statement and the landlord identity disclosure.
- 6- Proof of Compliance with §260-3C(2) – filing the annual Landlord Registration Statement pursuant to §260-2F.
- 7- Payment of fees in amount of \$20.00/housing space to City of Jersey City Treasurer.\*
- 8- Proof of Notice to Tenants with copies attached to Application.

### Formula for calculating rent increase

*All Capital Improvements are depreciated over a useful life of 5 year for minor or 10 year major capital improvements. (Divide by 60 months or 120 months to calculate depreciation for 5/10 years.)*

*Depreciated sum must be prorated for each apartment. Prorate equally if all apartments are of equal in size. If apartments are not equal in size use # of rooms to prorate the depreciated sum.*

*Note: The rent for an apartment can only be increased in proportion to the benefit to that apartment.*

#### **\*PAYMENT**

*Payment by e-check or credit card is available at*

<https://www.paylocalgov.com/Payment/SelectEntity/938>

*Payment by check will delay the processing of this Application as no processing will proceed until the check clears the Jersey City account. An individual paying by personal check must include a copy of his/her valid government issued ID. Payment by check or money order by a corporate entity, must be accompanied by in-state registered agent information. This additional form must be completed and the required documentation attached.*

<https://www.cognitofrms.com/CityOfJerseyCity1/CheckAcceptanceForm>