



Township of Old Bridge

April 22, 2009

Dear Property Owner/Manager:

Enclosed please find the Annual Registration Package. The Rent Stabilization Ordinance of the Township of Old Bridge requires that every owner of an apartment complex (three units or more) register annually by December 1, 2008 with the Rent Stabilization Board.

Each complex must file a statement (rent roll) showing the amount of rentals charged for each rental unit as of October 1st as well as an Income and Expense statement as required by Ordinance No. 388-10. A copy of this ordinance is attached.

Please be advised that we will require a copy of the **Annual Statement of Income and Expenses for Apartment Properties** that you send annually to the Tax Assessor along with the enclosed forms.

In addition, the annual registration fee of \$10.00 per rental unit no later than January 1, 2009 is due and is payable to The Township of Old Bridge.

Also, for your convenience, all Township Ordinances and Rent Stabilization Board forms are available on our website at www.oldbridge.com.

Your prompt attention is appreciated. If you need any additional information, please feel free to contact me at 732-721-5600 ext. 2050.

Sincerely,

Kim LoPresti
Rent Stabilization Secretary



Township of Old Bridge

Certification

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment under the penal provisions of the Rent Control Ordinance.

Print Name of Owner

Sworn to and subscribed before me
on this ____ day of ____, 200_

Signature

Signature of Notary Public

(seal)