



FAIRVIEW RENT LEVELING BOARD
 53 Grant Street Fairview, New Jersey 07022
 201-943-3687 x280 mlapilla@fairviewborough.com
 Mary LaPilla, Chairwoman

Landlord Name: _____ Date: _____
 Landlord Address: _____
 Building Address: _____
 Tenant's Name: _____ Apt # _____
 Tenant's Anniversary Date: _____
 Number of Rooms in Building: _____ # Rooms in Tenant's Apartment: _____

| | <u>Current Rent</u> | <u>Increase/Decrease</u> | <u>New Rent</u> |
|---------------------------------------|---------------------|--------------------------|-----------------|
| 1. Base Rent: | _____ | _____ | _____ |
| 2. Tax Surcharge: | _____ | _____ | _____ |
| 3. Capital Improvement Charge: | _____ | _____ | _____ |
| 4. Total Rent Payment: | _____ | _____ | _____ |

1. **Maximum** base rent increase is **10%** of existing rent. **Maximum** increase for “**Qualified Protected Tenant Status**” is **7%**. Rent increases are limited to **yearly** on Tenant’s **anniversary date**. Landlord “Hardship” rent increase becomes part of the new base rent on the next anniversary date but must be separately applied for.
2. Yearly property tax increase/decrease calculations, if applicable, may be applied on the next anniversary date.
 - 2.1 \$ _____ Total taxes for **current** year 20____ Note: **You MUST attach copy of tax bill**
 - 2.2 \$ _____ Total taxes for **previous** year 20____ Note: **You MUST attach copy of tax bill**
 - 2.3 \$ _____ **Tax Difference** of above: Increase or Decrease (**Please circle**)
 - 2.4 \$ _____ The dollar amount you may charge a tenant is calculated by taking the **TOTAL** number of **rooms** in your building (not bathrooms or hallways) and **dividing** that by the increase/decrease to get the tax dollar amount **per room**. **Example:** Your building has **10** rooms total and your increase was **\$1000** so your amount is **\$100** per room.)
 - 2.5 **To get your final allowed increase/decrease you must take the dollar amount per room and multiply that by the number of rooms in each tenant’s apartment. You then take that total dollar amount and divide by 12 to get the monthly allowed amount.** Example: Your assessed amount per room is \$100. Tenant #1 has 3 rooms so \$300 ÷12= \$25 month assessment. You would follow same formula for your other tenants up to a total of 10 rooms in your building.
 - 2.6 **FINAL Total Calculation and monthly amount for this tenant:** \$ _____
3. Tenant **MUST** be given a **minimum of 30 days’** notice in writing to the tenant before these charges are implemented. Tenant has the right to contact this office within **15 days prior** to the new rent taking effect if they have questions or issues that have not been adequately addressed by the Landlord.

Attestation by Landlord: I, _____ (print name) attest that the new total rental payment of \$ _____, effective _____ (date) conforms with the Rent Leveling Ordinances of Fairview and that a copy of this form has been delivered to the tenant. I understand that there are penalties for not providing true and accurate information.

Signature of Landlord _____ Fee of \$5 per apartment – check or money order - "Borough of Fairview" - No Cash or Credit.