

**TO: Owners of Rental Units**

**FROM: Suzanne M. Schumann, Borough Clerk – Borough of West Cape May**

**RE: Landlord/Tenant Statement and Listing of Registered Agent  
in Compliance with N.J.S.A. 46:8-28**

Please be advised that completion of this form is mandatory if you rent premises or units for dwelling purposes. This requirement does not pertain to year-round, owner-occupied premises with two or fewer units.

Please return your fully completed Landlord Registration statement at your earliest convenience. Failure to comply carries with it a maximum penalty of \$500.00 for each offense.

Thank you for your cooperation.

Sincerely,

Suzanne M. Schumann, Borough Clerk

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**LANDLORD REGISTRATION STATEMENT**

1. Name/Address of Owner: \_\_\_\_\_  
\_\_\_\_\_
2. Name/Address of Property Being Registered: \_\_\_\_\_  
\_\_\_\_\_
3. Name/Address of Registered Agent and Corporate Officers if property is corporately owned:  
\_\_\_\_\_
4. Authorized Agent and address in the County of Cape May if owner is a non-resident: \_\_\_\_\_  
\_\_\_\_\_
5. Name and Address of Managing Agent: \_\_\_\_\_
6. Superintendent, Janitor, Custodian or other individual employed by the owner to provide regular maintenance: \_\_\_\_\_
7. Name, address and telephone number of an individual who may be reached at any time in the event of an emergency and who has the authority to make emergency decisions and expenditures:  
\_\_\_\_\_  
\_\_\_\_\_
8. If fuel oil is used to heat the building and the landlord furnishes the heat in the building, list the name and address of the company providing fuel to the building and the grade of fuel oil used:  
\_\_\_\_\_

Signature of Owner/Agent: \_\_\_\_\_

Dated: \_\_\_\_\_