



**TOWNSHIP OF BLOOMFIELD RENT LEVELING BOARD**

**1 Municipal Plaza, Room 105**

**Bloomfield, New Jersey 07003**

**Phone: 973-680-4192**

**Fax: 973-680-1652**

**Email: [rentcontrol@bloomfieldtnj.com](mailto:rentcontrol@bloomfieldtnj.com)**

**VACANCY DECONTROL APPLICATION**

**Owner/Authorized Representative Information:**

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

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

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

**Vacating Tenant Information:**

Name of Vacating Tenant: \_\_\_\_\_

Address Being Vacated: \_\_\_\_\_

Date the above unit became vacant: \_\_\_\_\_

Monthly Rent in effect immediately prior to the vacancy: \_\_\_\_\_

Forwarding Address of Vacating Tenant: \_\_\_\_\_

**Subsequent/New Tenant Information:**

Name of the first tenant after vacancy: \_\_\_\_\_

Date new tenant took occupancy: \_\_\_\_\_

Monthly Rent for first tenant after vacancy: \_\_\_\_\_

**DOCUMENT SUBMISSION CHECKLIST**

- Vacating Tenant Lease
- New Tenant Lease
- Supporting Evidence (texts, emails, etc. from vacating tenant)

**OWNER/AUTHORIZED REPRESENTATIVE CERTIFICATION**

I, \_\_\_\_\_, hereby certify that I am the owner/authorized representative of the rental property located at \_\_\_\_\_ in Bloomfield, New Jersey and that the unit at said property was vacated as indicated below and that I have not committed or caused to be done any harassment, intimidation, coercion or other similar action to the tenant or caused any reduction in services with the intent to have a tenant vacate the rental unit.

Vacancy was accomplished by a legal process of law identified by:

Court Docket Number: \_\_\_\_\_

Date of Hearing \_\_\_\_\_

Attached are copies of the warrant for removal and judgment for possession in the above referenced Court proceeding.<sup>1</sup>

Vacancy was accomplished by the willful abandonment by former tenant.

Vacancy was accomplished by the willful abandonment by former tenant without prior notice to the Owner.<sup>2</sup>

**I certify under penalty of law that the information provided in this document is true and accurate. I further certify that I have read and fully understand my obligations as a landlord under Chapter 435 of the Township Code. I further certify that all notices required to accompany this application were sent and are in accordance with the requirements of Chapter 435 of the Township Code. I am aware that there are significant penalties for submitting false or inaccurate information.**

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

\_\_\_\_\_  
Signature of Owner or Authorized Representative

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<sup>1</sup> The Owner is not required to obtain a tenant's signature in the event a tenant vacates a unit pursuant to a lawful Court ordered eviction proceeding.

<sup>2</sup> The Owner is not required to obtain a tenant's signature in the event a tenant vacates a unit with prior notice to the Owner.

**TENANT VOLUNTARY VACANCY CERTIFICATION**

I, \_\_\_\_\_, hereby certify that I am the vacating tenant of the rental property located at \_\_\_\_\_ in Bloomfield, New Jersey and that the vacancy of the unit was voluntary. I have not been harassed, intimidated or coerced by the Owner and/or its authorized representatives with the intent to have me vacate the rental unit or received any reduction by the Owner in services which caused me to vacate the premises. Vacancy was accomplished by my own willful abandonment.

My new mailing address and email address for correspondence with the Rent Leveling Board are: \_\_\_\_\_

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.

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

\_\_\_\_\_  
Signature of Vacating Tenant

**OWNER/AUTHORIZED REPRESENTATIVE CERTIFICATION FOR  
NON-COMPLIANT TENANTS**

The within mentioned vacating tenant has refused to sign the Tenant Voluntary Vacancy Certification. I am requesting a hearing before the Rent Leveling Board to establish that the Tenant vacated the premises through his/her own willful abandonment and his/her refusal to sign the Tenant Voluntary Vacancy Certification was unwarranted.

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.

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

\_\_\_\_\_  
Signature of Owner or Authorized Representative

**PLEASE PROVIDE LEASE OF VACATING TENANT, LEASE OF NEW TENANT  
AND ANY OTHER SUPPORTING DOCUMENTATION**