



JERRAMIAH HEALY, MAYOR

Department of Housing, Economic Development and Commerce

Division Of Tenant/Landlord Relations

30 Montgomery Street, Suite 415
Jersey City, N.J. 07302-3821
Phone: (201) 547-5127
Fax: (201) 547-5803

Claim # PA -
Date:

Landlord's Pre-Application for Capital Improvement

1. Name of Landlord:
2. Address: Apt #
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 :
7. # of Rental Units: Residential: Commercial: Total:
Units Number of Windows Sq. Ft.
8.# of Rooms:

IMPROVED OR INCREASED SERVICES

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		10	Number of			
Items	Cost	years	Sq. ft	Windows	Rooms	Units
Heating :	\$					
Structural:	\$					
Plumbing:	\$					
Air condition:	\$					
Fire prevention:	\$					
Power:	\$					
Elevators, escalators:	\$					
Others:	\$					
Total	\$					

NOTICE OF PRE-APPLICATION CAPITAL IMPROVEMENT

TENANT:	
ADDRESS:	APT #
JERSEY CITY, NEW JERSEY	ZIP

Dear:

Please be advised that I have made a Pre-Application for a Capital Improvement Rent Increase to the Rent Leveling Board. The basis for this application is for Improvements to be performed on your building/apartment as follows (Describe Proposed Improvements):

This notice is to comply with Section 260-5, A of the Jersey City Code (Multiple Dwelling Rent Control)

A copy of my application together with supportive cost estimates for work to be performed is filed with the Rent Leveling Office 30 Montgomery Street, 4th Floor, Jersey City, New Jersey 07302.

You are hereby advised that you may request in writing a copy of the proposed Pre-Application Capital Improvements within 10 days of receiving of this notice. The request is to be made to your landlord.

Date:	Signature:
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CERTIFICATION IN SUPPORT OF APPLICATION

STATE OF NEW JERSEY

SS:

COUNTY OF HUDSON

Re: Case No. PA:

Having submitted this application and the required documentation (**two estimates**),
I hereby certify 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 request.

I am aware that if any of the information supplied in this application is willfully false
I am subject to punishment.

Landlord signature:

Sworn to and subscribed before me

This **Day of** **20**

Notary Public