



Department of Housing, Economic
 Development and Commerce
 Division of Tenant/Landlord Relations
 30 Montgomery St. 4th Floor, Suite 415
 Jersey City, NJ 07302
 Tel (201) 547-5127 Fax (201) 547-5803

Jerramiah T. Healy, Mayor

LANDLORD'S NAME AND ADDRESS:

**Vacancy Capital Improvement
 Application**

Date: 200

Name:
 Address:

City: State: Zip:

Claim # V-

Phone: Cell:

Please accept the attached documents as proof of the cost of Vacancy Capital Improvement to my property at Apt # Jersey City , NJ. , 0730

The apartment was vacant from to , during that time I did capital improvement work in the amount of \$ which involved: (specific work):

Pursuant to Chapter 260-3 C of the Jersey City Code, the vacancy capital improvement warrants a rent increase of \$ and increases the rent for the apartment from \$ to \$

Enclosed please find my application for vacancy capital improvement, the fee of \$ 75.00 and the relevant documents that support the application.

I hereby certify that all the statements and documents provided are true.

Landlord Signature

Sworn to and Subscribed before me This Day of 20

Notarized

Check List for Vacancy Capital Improvement

1- Vacancy Dates and Proof thereof

2- Description of work that was done during the vacancy (include pictures, before and after).

3- Proof that work was done- proposal for work, certificate of continued occupancy, etc

4- Copies of applicable permits, and compliance with applicable official codes

5- Proof of payment, canceled checks, receipts, etc

6- Proof of Registration of the new rent

7- Payment of \$ 75.00 fee to City of Jersey City Treasurer

8- Proof of service to the new tenant of the rent paid by the previous tenant (s) for the past 12 months

9- Completed information package, one for each improved apartment, with notarized Vacancy Capital Improvement letter (on page #1)

The following calculations are as required under Chapter 260 Rent Control Ordinance.
C-14 A. Page 26006- Ord. 260-3 Sec. C-Para 1 Sec (a) and (b) Vacant space
(Amended 8-12-1998 by No. 98-116) Page 26010 Ord. 260-5 Sec E- Para 2 (Depreciation)

For Vacancy capital improvement value of \$ 10,000 the resulting rent increase is calculated as follows:
Example: $\$ 10,000 \times \$ 1.55 = \$ 15,500$ then divided by $\$ 100 = \$ 155$. Per month

And for V.C.I, value of \$ 5,000 the rent increase calculates as follow:
Example: $\$ 5,000 \times \$ 1.35 = \$ 6,750$ then divided by $\$ 100 = \$ 67.50$. Per month

