

Township of Pittsgrove  
Rent Control  
989 Centerton Road  
Pittsgrove, NJ 08318

**APPLICATION FOR RENT MODIFICATION**

\_\_\_\_\_  
(Applicant Name) (Address)

\_\_\_\_\_  
(Name of Park) (Manager Name)

\_\_\_\_\_  
(# of Units in Park) (# of Units included in this application) (Telephone Number)

\_\_\_\_\_  
(Attorney's Name, if any) (Address)

\_\_\_\_\_  
(Accountant's Name) (Address)

\_\_\_\_\_  
(Attorney's Telephone Number) (Accountant's Telephone Number)

ATTACH LIST OF TENANTS AND ADDRESSES AFFECTED BY ANY INCREASE OR DECREASE SOUGHT IN THIS APPLICATION.

**MODE OF MODIFICATION SOUGHT (CHECK EACH APPLICABLE BOX)**

- ( ) Annual Rent Increase (Section 10)
- ( ) Increase in Real Estate Tax (Section 11)
- ( ) Increase in Pad Fees (Section 12A)
- ( ) Increase for Major Capital Improvements (Section 13)
- ( ) Reduction due to Tax Appeal (Section 14)
- ( ) Reduction due to Landlord's Costs (Section 15)
- ( ) Reduction due to Municipal Code Violations (Section 15)
- ( ) Hardship (Sections 16 & 17)
- ( ) Extraordinary Hardship Relief (Section 20)

The application indicated above is made in behalf of:

\_\_\_\_\_  
(Name of Park, Tenants' Association, or Individual)

by: \_\_\_\_\_  
(Signature) (Print Name)

\_\_\_\_\_  
(Date) Application Fee Attached Yes ( ) No ( )  
(Amount of fee - \$25.00)

**SUBMISSIONS REQUIRED FOR APPLICATIONS**

The applicant is advised the following submissions are required.

The submissions are set forth here in abbreviated form to allow applicants the opportunity to present all information required and to allow the Rent Control Board to consider whether or not the application is complete and in compliance with Section 10 of the Ordinance.

The applicant is referred to Section 10 of the Ordinance and to subsections 1 through 11 which spell out a fuller description of the information required.

**ANNUAL RENT INCREASE (Section 10)**

- ( ) Copy of Notice to Quit
- ( ) Copy of Notice of Application to Tenants
- ( ) Certification of Service on Tenants (section 10, 1-11)
  - 1. Certification of names & addresses of affected tenants attached and on file with Township.
  - 2. Certification of full list of affected lots attached and on file with Township.
  - 3. Periodic tenancy began \_\_\_\_\_; ended \_\_\_\_\_.
  - 4. Proposed date of increase: \_\_\_\_\_.
  - 5. The Base Rent figure: \_\_\_\_\_.
  - 6. Explanation & calculation of base rent attached: Yes ( )  
No ( )
  - 7. Increase sought: \$ \_\_\_\_\_.
  - 8. Total rent if increase is granted: Group A: \$ \_\_\_\_\_.  
Group B: \$ \_\_\_\_\_.  
Group C: \$ \_\_\_\_\_.
  - 9. Certification of posting of date, time & place of hearings with the location(s) and date(s) of postings specified is attached: Yes ( ) No ( ).
  - 10. Certification that Park in substantial compliance with governmental regulations including compliance with NJSA 46:8-28(f) and no substantial problems exist.
  - 11. A. Certification from Township Tax Collector that taxes are not delinquent is attached. Yes ( ) No ( ).  
B. Certification from Township Clerk Pad Fees are not delinquent is attached. Yes ( ) No ( ).

**REAL ESTATE TAX INCREASE (Section 11)**

- ( ) Copy of Notice to Tenants (Section 11, 1-5)
1. Certification by Township Tax Collector of payment of taxes with copy of current tax bill attached. Yes ( )  
No ( )
  2. Expert certification re: portion of land used by tenants. Certification attached. Yes ( ) No ( )
  3. a. Calculations of increase attached. Yes ( ) No ( )  
b. Ancillary proofs (optional). Yes ( ) No ( )
  4. Calculations re: amount of increase sought & to be passed through to residential tenants attached. Yes ( ) No ( )
  5. Proposed monthly increase attached. Yes ( ) No ( )
- ( ) Certification of Notice to Tenants and Copy of Posting Notice attached. Yes ( ) No ( )

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**SPACE FEES AND/OR GOVERNMENTAL CHARGES INCREASE (Section 12A)**

- ( ) Certification of Increase (Section 12A, 1-6)
1. Certification by Township Clerk that Landlord is current in payment of Municipal Charges; certification attached. Yes ( ) No ( )
  2. Calculation of increase in governmental charges attached. Yes ( ) No ( )
  3. Amount of Increase: \$\_\_\_\_\_.
  4. Certification of Notice to Tenants attached. Yes ( )  
No ( )
  5. Copy of Public Hearing Notice attached. Yes ( ) No ( )
  6. Consult Hardship Section for pass-throughs not addressed in Sections 11 and 12A.

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**INCREASES OR OPINIONS ON MAJOR CAPITAL IMPROVEMENTS (Section 13)**

- ( ) Copy of Notice to Tenant (Section 13, a through g)
- ( ) Certification of Notice to Tenants attached. Yes ( ) No ( ).
- ( ) Certification the improvement constitutes an upgrade of tenant-related facilities and not maintenance attached. Yes ( )  
No ( )
- ( ) Certification of Public Notice of Hearing, including dates and locations of posting attached. Yes ( ) No ( ).  
( ) Provided at Hearing.
- ( ) Certification that all plans and supporting documents were deposited with the Secretary of the Rent Control Board and the date such documents were delivered. ( ) Provided at Hearing.

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**TAX APPEALS BY LANDLORD (Section 14)**

- ( ) Copy of notice to Tenants (Section 14, Subsection 1 through 5) Copy attached. Yes ( ) No ( ).
- ( ) Certification of Service on Tenants attached. Yes ( ) No ( ).
- ( ) Certification of Date of Refund attached. Yes ( ) No ( ).

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**RENT REDUCTION (Section 15)**

- ( ) Copy of Notice to Tenants attached. Yes ( ) No ( ).  
(Per Section 15, (B)1-4).
- ( ) Certification of Service on Tenants attached. Yes ( ) No ( )
- ( ) Calculations showing total amount of decrease from prior year's cost (Section 15, (A)1-4)
- ( ) Calculations showing proposed amount each tenant shall receive as a result of decreased costs attached. Yes ( ) No ( ).
- ( ) Certification of Notice of Hearing and Proposed Date of decrease attached. Yes ( ) No ( ).

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**HARDSHIP RENT INCREASE** (Section 16, 17, 18, 19)

**Notices**

- ( ) Certified Rent Roll to include present rents
- ( ) Copy of Notice to Quit
- ( ) Certification of Service on Tenants of following:
  - a. Notice to Quit. Yes ( ) No ( ).
  - b. Copy of Hardship Application. Yes ( ) No ( ).
- ( ) Copy of Notice of Hearing to Tenants.  
(To be provided on date of hearing.)
- ( ) Certification of Service of Notice of Hearing to tenants.  
(To be provided on date of hearing.)

**Unit Variations**

- ( ) Dimensions and ammenities of rental spaces if more than one type or class of space is involved.

**New Rent**

- ( ) Written explanation of need for rent increase
- ( ) Calculations reflecting proposed new rent and percentage of increase.

**Fees and Deposits**

- ( ) Application fee attached Yes ( ) No ( ).
- ( ) Deposit for expert review attached Yes ( ) No ( ).

**Financial Reports**

The following documents are to cover the 12-month period ending not more than 60 days prior to this application:

1. Balance Sheets. Attached Yes ( ) No ( ).
2. Cash flow analysis. Attached Yes ( ) No ( ).
3. Schedule of increased operating costs (maintenance, taxes, salaries, etc.). Attached Yes ( ) No ( ).
4. Schedule of projected future expenditures (maintenance, taxes, salaries, etc.). Attached Yes ( ) No ( ).
5. Schedule of projected revenues for 12-month period following this Application. Attached Yes ( ) No ( ).
6. Schedule of initial investment by present owner. Attached Yes ( ) No ( ).
7. Schedule of receivables due or payable to present owner. Attached Yes ( ) No ( ).
8. Statement of estimated tax savings, if any, to the Park Operator occasioned by the net operating losses of the Park. Attached Yes ( ) No ( ).

**HARDSHIP RENT INCREASE APPLICATION, Continued**

9. Schedule of paid or escrowed Real Estate taxes.  
Attached Yes ( ) No ( ).
10. Statement reflecting changes from prior Hardship Applications. Attached Yes ( ) No ( ).

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**EXTRAORDINARY INCREASE (Section 20)**

Follow all requirements for Hardship Rent Increase  
(Section 16, 17, 18, 19).

Complete following requirements:

1. Certification by Park Owner that he/she has availed himself/herself of all available hardship and other increases under this Act.
2. Certification that despite efficient operation of the Park, the Owner is still unable to effect a profit.
3. Certification by a Certified or Licensed Public Accountant that during the 12-month period ending not more than 60 days prior to this Application, the Park has failed to realize a profit.

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PITTSGROVE TOWNSHIP RENT CONTROL BOARD

CALCULATION FOR ANNUAL RENT INCREASE/DECREASE  
(SECTION 10 & 15)

Complete One Form For Each Rent Group

1. Base Rent as accepted by Rent Control Board in prior year's application \$ \_\_\_\_\_
2. Prior year's increase in Base Rent \$ \_\_\_\_\_
3. New Base Rent (Line 1 + 2)  
(Or from Base Rent calculation) \$ \_\_\_\_\_
4. Requested percent of Base Rent increase/decrease \$ \_\_\_\_\_
5. Amount of Base Rent increase/decrease per unit (Line 3 + 4 for increase)  
(Line 3 - 4 for decrease) \$ \_\_\_\_\_

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Calculations to Establish Base Rent

(to be used if figures have not been approved  
for a Section 10 Annual Rent Increase)

- |     |                                                                                                      |          |
|-----|------------------------------------------------------------------------------------------------------|----------|
| 1.  | Rent of October 1, 1987                                                                              | \$ _____ |
| 2.  | Total cost of supplied utilities<br>on October 1, 1987                                               | \$ _____ |
| 3.  | Total annual cost of trash removal                                                                   | \$ _____ |
| 4.  | Total cost of space/pad fees<br>and/or Government charges                                            | \$ _____ |
| 5.  | Total past year's property tax on<br>area attributed to mobile home<br>park (certification required) | \$ _____ |
| 6.  | Total of Lines 2, 3, 4, 5                                                                            | \$ _____ |
| 7.  | Number of Units in this application                                                                  | _____    |
| 8.  | Line 6 divided by line 7<br>(For Yearly Base Rent per Unit)                                          | \$ _____ |
| 9.  | Line 7 divided by 12<br>(For one month base rent figure)                                             | \$ _____ |
| 10. | Previously granted capital improve-<br>ment amount or other pass-throughs<br>per unit/month          | \$ _____ |
| 11. | Base Rent for Calculation<br>(Line 1 less the sum of Lines 9 & 10)                                   | \$ _____ |

**CALCULATIONS FOR REAL ESTATE TAX INCREASE/DECREASE**  
**(SECTION 11)**

- |    |                                                                                          |          |
|----|------------------------------------------------------------------------------------------|----------|
| 1. | Number of Units                                                                          | \$ _____ |
| 2. | Total tax on area of park<br>being used by tenants.<br>(Based on ___% of total tax bill) |          |
|    | A. Current year                                                                          | \$ _____ |
|    | B. Past year                                                                             | \$ _____ |
| 3. | Total tax increase/decrease                                                              | \$ _____ |
| 4. | Tax increase/decrease per unit<br>(Line 3 divided by Line 1)                             | \$ _____ |
| 5. | Monthly tax increase/decrease per unit<br>(Line 4 divided 12)                            | \$ _____ |

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CALCULATIONS FOR SPACE FEES AND/OR GOVERNMENT CHARGES  
INCREASE/DECREASE  
(SECTION 12A)

1. Number of Units \$ \_\_\_\_\_
2. Purpose of increase/decrease:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Total annual fee or government charges:  
    A. New charge/fee \$ \_\_\_\_\_  
    B. Past charge/fee \$ \_\_\_\_\_
4. Total increase/decrease \$ \_\_\_\_\_
5. Annual increase/decrease per unit  
    Line 4 divided by Line 1) \$ \_\_\_\_\_
6. Monthly increase/decrease per unit  
    (Line 5 divided by 12) \$ \_\_\_\_\_

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SUMMARY OF RENT CHANGE MODIFICATIONS

	A	B	C	D
1. New Base Rent (Sec. 10, Line 3)				
2. Annual Increase (Sec. 10, Line 5)				
3. Real Estate Tax Adjustment (Sec. 11, Line 5)				
4. Space Fee/License Increase (Sec. 12A, Line 6)				
5. Major Cap. Imprvmnt Surcharge (Sec. 13)				
6. Hardship increase (Sec. 17)				
7. New Monthly Rent Per Unit				