

TOWNSHIP OF NORTH BERGEN

RENT LEVELING BOARD  
4233 KENNEDY BLVD.  
NORTH BERGEN, NJ 07047

LANDLORD APPEAL FOR CAPITAL IMPROVEMENT  
OR SERVICE SURCHARGE

1. Name of Landlord \_\_\_\_\_
2. Address \_\_\_\_\_
3. Telephone \_\_\_\_\_
4. If Corporate Landlord:  
Name of Office preparing this application \_\_\_\_\_  
Title \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_
5. If Attorney preparing this application:  
Name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_
6. Address of Building \_\_\_\_\_
7. Number of Rental Units: Residential \_\_\_\_\_  
Commercial \_\_\_\_\_  
Total \_\_\_\_\_
8. Number of Rooms: Residential \_\_\_\_\_  
Commercial \_\_\_\_\_  
Total \_\_\_\_\_
9. Amount Total Increase Requested.....\$ \_\_\_\_\_
10. Amount of money allocated to repairs and maintenance  
In the last 12 months.....\$ \_\_\_\_\_
11. Net Income before depreciation and debt service  
in the last 12 months.....\$ \_\_\_\_\_

A. Processing Fee \$100.00

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CAPITAL IMPROVEMENTS

CATEGORY	ITEM	TOTAL COST	DEPRECIATION PERIOD	PROPOSED METHOD OF ALLOCATION	
				#OF ROOMS	#OF UNITS
Heating					
Structural:					
Plumbing:					
Air-Conditioning					
Fire Prevention:					
Power:					
Elevators:					
Escalators:					
Other:					



PROPOSED ALLOCATION OF COSTS OF CAPITAL IMPROVEMENTS  
OR IMPROVED OR INCREASED SERVICES

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NAME	APARTMENT NO.	OLD RENT	#OF ROOMS	ALLOCATION OF COST PER ( ) (ROOM) (UNIT)	AMOUNT INCREASED	PROPOSED NEW RENT
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CAPITAL IMPROVEMENT INCREASES

Section 10.

- A. A landlord may apply for a capital improvement increase or for an increase for major additional services not thereto for provided to the tenants of units of housing space in the affected dwelling. The landlord shall, make written application therefore to the Rent Leveling Board upon such forms as the Board may from time to time prescribe and shall simultaneously therewith deliver notice that such an application and forms have been filed to each tenant. Landlord shall submit detailed contract or proposal of payment as to each improvement. The information filed with the Rent Leveling Board shall be open to public inspection by the affected tenant or his legal representative.
- B. Within thirty (30) days from receipt of all required application forms, the Rent Leveling Board shall notify the landlord in writing of the time and place of a hearing thereon. The landlord shall immediately, upon receipt of such notification of hearing, serve notice thereof upon each affected tenant. Prior to any hearing on said application; the landlord shall present the Rent Leveling Board with proof of service of notice of the hearing to each affected tenant.
- C. No. Capital improvement application shall be considered for a period of time more than one (1) year before the application.
- D. Upon a determination that the proposed improvement is a capital improvement or that the proposed service is a major additional service not thereto for provided to the affected tenant or tenants. The Board may grant a rental surcharge based upon the cost of the capital improvement or major additional service, and which shall be apportioned fairly among the affected units of housing space, based upon the number of rooms in each of the affected units and the useful life of the improvement. If any such increase is granted, it shall not be considered rent and shall not be included in calculating the rent increases allowable under Section 2 thereof. The Rent Leveling Board shall notify the landlord in writing of its determination under the section and the landlord shall forthwith deliver a copy of said determination by certified mail to each affected tenant, to become effective upon 30-day notice.

Fifteen (15) copies of the application for capital improvement must be submitted and in numbered order of all original contracts or proposals and proof of payments as to each improvement.

I hereby certify that the information contained in their application for a capital improvement of service surcharge is true to the best of my knowledge and belief. I am aware that if any of the information supplied above is willfully false, I am subject to punishment under law.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

An affidavit of service of notice of this application upon each tenant as required in Section 10 of the North Bergen Rent Control Ordinance #2247-82 Adopted May 17, 1983.