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Administrative Office of the Courts

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Acting Administrative Director of the Courts

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SUPPLEMENT TO DIRECTIVE #21-21
[Questions or comments may be directed to (609) 815-2900, ext. 54900]

TO: **Assignment Judges**
Trial Court Administrators

FROM: **Glenn A. Grant, J.A.D.**

SUBJECT: **Landlord Tenant - Promulgation of Certification of Lease and Registration Statement Form**

DATE: **September 1, 2021**

Directive #21-21, issued August 23, 2021, promulgated new landlord tenant forms consistent with the Court's July 14, 2021 Orders and Administrative Determinations for use as of September 1, 2021. This Supplement promulgates a new Certification of Lease and Registration Statement form for use by landlords in connection with a case management conference.

As provided by the Court's July 14, 2021 Order, landlords are required to file a copy of the lease (or, if the lease exceeds 10 pages, the relevant portions of the lease); the registration statement, if applicable; and a certification of the landlord's lease and registration statement in a form to be promulgated by the Administrative Director. In addition, landlords shall submit a copy of the rent control statement if requested by the court. All required documents shall be filed five days before the case management conference.

Any questions related to this Supplement to Directive #21-21 or the attached form should be directed to the Civil Practice Division at (609) 815-2900 ext. 54900 or civilwebsites.mbx@njcourts.gov.

Attachment:
Certification of Lease and Registration Statement Form (CN 12842)

Interpreter
ADA Americans with Disabilities Act
ENSURING AN OPEN DOOR TO JUSTICE

cc: Chief Justice Stuart Rabner
Civil Presiding Judges
Supervising Special Civil Part Judges
Steven D. Bonville, Chief of Staff
AOC Directors and Assistant Directors
Clerks of Court
Special Assistants to the Administrative Director
Civil Division Managers and Assistant Division Managers (SCP)
Melissa A. Czartoryski, Chief, Civil Practice
Bridget Dorney Chater, Civil Practice

Name: _____
Attorney ID Number: _____
Address: _____
_____
Telephone Number: _____
Email Address: _____

_____
Plaintiff/ Landlord

v.

_____
Defendant/ Tenant(s)

Superior Court of New Jersey
Law Division, Special Civil Part
Landlord-Tenant
_____ County
Docket Number: LT- _____

Certification of Lease and Registration Statement

☐ Residential ☐ Commercial

_____, (Esq.) of full age, being duly sworn according to law, certify and say (select one option for each of the following):

1. I am: ☐ the plaintiff/landlord ☐ an attorney at law duly licensed to practice in the state of New Jersey in the above-captioned landlord tenant action.

2. The lease that is the subject of this action is: ☐ attached in full ☐ attached in pertinent part and the full lease document is in excess of 10 pages ☐ not the subject of a written agreement.

3. ☐ I have attached a copy of any registration statement for the residential rental property required by the Landlord Registration Act N.J.S.A. 46:8-27.
   ☐ The property is exempt from registration pursuant to N.J.S.A. 46:8-28.5(b).

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.

_____
Dated

_____
(Signature of Attorney/Self-Represented Landlord)

_____
(Printed Name of Attorney/Self-Represented Landlord)