

**NEPTUNE TOWNSHIP RENT LEVELING BOARD - AGENDA DECEMBER 1, 2016 - 6pm**

Ruth Johnson calls the meeting to order and requests the Secretary to call the roll:

**ROLL CALL:**

Connie Holmes \_\_\_\_\_ James Manning, Jr. \_\_\_\_\_ Morrel Massicot \_\_\_\_\_

Ruth Johnson \_\_\_\_\_ Catherine McAphee \_\_\_\_\_

Alternate #1 Jeff Klein \_\_\_\_\_

**Flag Salute**

Chairperson Johnson announces that the notice requirements of R.S. 10:4-18 have been satisfied by the publication of the required advertisement in The Coaster on January 28, 2016 posting the notice on the Board in the Municipal Complex, and filing a copy of the said notice with the Municipal Clerk.

Consumer Price Index [ October's price index was 264.738, area prices up 0.1 percent over the month and up 1.2 % over the year.

**Action Items:**

1. Approval of Minutes – November 3, 2016.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote:

Holmes \_\_\_\_\_; Manning \_\_\_\_\_; Massicot \_\_\_\_\_; \_\_\_\_\_; Johnson \_\_\_\_\_; McAphee \_\_\_\_\_;  
Klein \_\_\_\_\_

2. Establish Reorganization Meeting Date.

Offered by: \_\_\_\_\_ Seconded by: \_\_\_\_\_

Vote:

Holmes \_\_\_\_\_; Manning \_\_\_\_\_; Massicot \_\_\_\_\_; \_\_\_\_\_; Johnson \_\_\_\_\_; McAphee \_\_\_\_\_;  
Klein \_\_\_\_\_

**Old Business:**

---

**DISCUSSION ITEMS:**

**PUBLIC PARTICIPATION:**

**ADJOURNMENT (Time):** \_\_\_\_\_

Offered by: \_\_\_\_\_      Seconded by: \_\_\_\_\_

Vote:

Holmes \_\_\_\_\_; Manning \_\_\_\_\_; Massicot \_\_\_\_\_; Johnson \_\_\_\_\_; McAphee \_\_\_\_\_;

Klein \_\_\_\_\_

**NEPTUNE TOWNSHIP RENT LEVELING BOARD**

**Minutes – November 3, 2016**

Ruth Johnson , Chairperson, called the meeting to order at 6:00 pm and requested the Secretary to call the roll. The following members were present: Ruth Johnson, Catherine McAphee, Connie Holmes, James Manning, Jr. and Morrell Massicot. Jeff Klein was absent.

Mrs. Johnson stated adequate notice of this meeting as required by P.L. Chapter 231 has been provided by notice in the Coaster on January 28, 2016, which was posted on the bulletin board of the Municipal Complex and filing a said notice with the Municipal Clerk.

Mrs. Johnson announced that the Consumer Price Index [September’s price index was 264.602, area prices up 0.2 percent over the month and up 1.0% over the year].

**APPROVAL OF MINUTES**

Mr. Manning offered a motion, moved and seconded by Mrs. Holmes to approve the minutes of the meeting for October 13, 2016; all were in favor.

**RESOLUTIONS**

Mr. Manning offered a motion with corrections, moved and seconded by Mrs. Holmes to approve the following resolution; Holmes, aye; Manning, abstained; Johnson, aye; McAphee, aye; Massicot, aye.

**RESOLUTION AMENDING THE RULES  
AND REGULATIONS OF THE  
RENT LEVELING BOARD**

WHEREAS, the present Rules and Regulations of the Neptune Township Rent Leveling Board were adopted on December 17, 2013, and there is a need to amend the Rules and Regulations to provide for a standardized Hardship Application Form to be used with regard to all Hardship Applications before the Rent Leveling Board of the Township of Neptune.

NOW, THEREFORE, BE IT RESOLVED, that the Neptune Township Rent Leveling Board of the Township of Neptune hereby amends the Rules and Regulations as set forth more fully in the attached copy of the Rules and Regulations to this Resolution, to provide for a standardized Hardship Application Form to be used with regard to all Hardship

Applications, which is attached to the Rules and Regulations as Exhibit A, with a copy of the amended Rules and Regulations attached to the within Resolution as Exhibit A.

OFFERED BY BOARD MEMBER:

SECONDED BY BOARD MEMBER:

AND ADOPTED ON ROLL CALL BY THE FOLLOWING VOTES:

ROLL CALL

Affirmative:

Negative:

Abstain:

Absent:

Dated: November 3, 2016

\_\_\_\_\_  
RUTH JOHNSON,  
CHAIRWOMAN

ATTEST:

\_\_\_\_\_  
PAM HOWARD, Secretary

I hereby certify the foregoing to be a true copy of the Resolution adopted by the Neptune Township Rent Leveling Board at a meeting held on November 3, 2016.

ATTEST:

\_\_\_\_\_  
PAM HOWARD, Secretary

**RULES AND REGULATIONS OF THE  
RENT LEVELING BOARD  
OF THE TOWNSHIP OF NEPTUNE**

**I. MEETINGS**

A. The Rent Leveling Board [hereinafter "Board"] shall meet for one Agenda Meeting and one public meeting [hereinafter "Regular Meeting"] each month.

B. to convene a meeting of the Board, a quorum of the Board's members must be present.

C. The Board may meet at such additional times as it deems necessary. Any such additional meetings shall be advertised by public notice in the official newspaper(s) of the Township and announced at the regularly scheduled meeting preceding the additional meeting.

D. The Agenda Meeting and Regular Meeting will be held in the Township Committee Chambers, on the second floor of the municipal building on the 1<sup>st</sup> Thursday of each month, with the Agenda Meeting commencing at 6 p.m., and the Regular Meeting commencing immediately thereafter.

E. All Regular Meetings and Agenda Meetings are open to the public and are subject to the Open Public Meetings Act, N.J.S.A. 10:4-12.

F. The Agenda Meeting shall be for the sole purpose of establishing the agenda for the following Regular Meeting and no formal determinations may be made thereat.

G. Executive sessions closed to the public are allowed only upon motion made and passed by the Board pursuant to and in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-12(b) which provides specific items that can be discussed in closed session.

**II. OFFICERS**

A. The presiding officer of the Board shall be the Chair who shall preside at all meetings.

B. The duties of the Chair shall be as follows:

1. To preside at all meetings of the Board;

2. To sign all formal decisions and resolutions of the Board on behalf of the Board;

#### **EXHIBIT A**

3. To ensure that the Rules and Regulations of the Board and the terms of the Neptune Township Rent Control Ordinance are observed and adhered to in the conduct of the business of the Board;

4. To perform all other duties incidental to the office of the Chair as may, from time to time, be required.

C. The Chair shall serve for the balance of the year of initial organization and thereafter serve for a term of one year, commencing with the organizational meeting each January and shall serve until election or reelection of any particular chairperson to the Rent Leveling Board by the Board. There is no limitation of terms for the election or re-election of any particular Chair to the Rent Leveling Board by the Board.

D. The Chair shall be elected by majority vote of the Board at the initial organizational meeting and the annual reorganizational meeting of the Board each January. If no candidate for the office of Chair receives a majority of the Board's member's votes, a runoff election between the two members receiving the highest number of votes shall be held and the winner shall assume the office of Chair. If, because of a tie vote, two runoff candidates cannot be ascertained, the two candidates receiving the highest vote totals and having the longest term of service on the Board shall be runoff candidates.

E. In the absence of the Chair, the member present having the longest term of service on the Board shall preside.

### **III. ORDER OF BUSINESS**

A. The order of business at the Board's Agenda Meetings shall be as follows:

1. Roll call;
2. Reading of Sunshine Law;
3. Approval of minutes and any amendments thereto;
4. Reading of Consumer Price Index;
5. Old business: continuation of hearings on complaints previously filed and acted upon and other carry-over business;
6. New business: review of new complaints received by the Board;
7. Public participation;
8. Announcement of Decontrols;
9. Approval of vouchers;
10. Any other items before the Board;
11. Adjournment.

B. The order of business at the Board's Regular Meetings shall be as follows:

1. Roll call;
2. Reading of Sunshine Law;
3. Establishment of Regular Meetings for the year at the Re-organization Meeting;
4. Appointment of Chairperson at the Re-organization Meeting;
5. Approval of minutes and amendments thereto;
6. Reading of Consumer Price Index;
7. Old business: continuation of hearings previously commenced on complaints filed and other continued business;
8. New business; hearing and adjudication of new cases based on complaints filed and other new business;
9. Discussion of other pertinent and timely matters raised by Board Members;
10. Hearing of public comments and questions;
11. Reading of decontrols;
12. Approval of vouchers;
13. Adjournment.

As appropriate, the Agenda for the Regular Meeting may designate matters under the categories of "Old Business" and "New Business".

#### IV. TENANT'S COMPLAINTS

A. A tenant may institute a proceeding by signing a complaint and presenting it to the Board in person or by mail. This complaint shall be on the Board's prescribed complaint form available at Township Hall and each filed complaint shall be numbered consecutively as received and filed. The complainant shall signify his intent to testify at the public hearing on the complaint and will sign any complaint submitted.

B. At the hearing on any complaint, the complainant shall be required to submit either copies of the written leases pertaining to the rented premises or other proof of present and previous rent charges. The original documents will be made available for examination and inspection and, if appropriate, entered into evidence at the public hearing.

C. The Board may, in its discretion, group similar complaints involving the same issues and landlord, in an effort to expedite disposition of cases.

D. For purposes of control, if a complaint is presented to the Board at its Regular Meeting, the date of said meeting shall be the filing date for the complaint. If a complaint is filed other than at a Regular Meeting of the Board, the filing date shall be the date in which the Board Secretary received the Complaint for filing.

E. No relief shall be granted by the Board to the extent that a complaint seeks relief for any period more than one year prior to the filing of the complaint.

## **V. LANDLORD'S APPLICATION**

A. A landlord may apply to the Board for an additional rental increase based upon the grounds set forth in section 4 of the Ordinance.

B. The application may be presented to the Board during any Regular Meeting of the Board. The Board shall number the applications consecutively as they are received and filed.

C. The Board shall schedule hearing dates for applications received and advise applicant of said hearing date.

D. All Hardship Applications shall make use of the Hardship Application attached hereto as Exhibit A.

## **VI. BOARD INITIATED HEARINGS**

A. Any board member may initiate a complaint by introduction of a motion which must be duly seconded and adopted by a majority of those members present.

B. Said motion shall include a statement of the pertinent facts warranting the initiation of the complaint and a hearing thereon.

C. Written notice of the action of the Board initiating a complaint and the stated facts thereof shall be provided to the landlord and any affected tenants. If, by virtue of the number of affected tenants, individual notice to tenants is not practicable, the Board shall, in its notice to the landlord, require the landlord to post a copy of the notice in a conspicuous public place at the premises, not later than fifteen (15) days preceding the date set forth in the notice for the hearing on the complaint.

## **VII. NOTICE**

A. Tenant Complaint: Notice shall be served upon a landlord either personally or by Certified Mail/RRR along with a copy of the complaint and exhibits, if any, not less than fifteen (15) days prior to the scheduled hearing date.

B. Landlord Application: Upon the filing of an application by a landlord, notice shall be given the tenant(s) by Certified Mail/RRR or personal service within the fifteen (15) day time period, and per the requirements of Section VII, D below.

C. Upon initiation of a hearing by the Board, notice will be served upon the landlord and affected tenant(s) in the manner prescribed in VI. C. above.



D. Any notice required by this section shall include for each affected party a copy of the filed complaint or application and all attached exhibits that were part of the filed complaint or application and notice of the date, time and place that the matter is scheduled for hearing.

## VIII. HEARING AND ADJUDICATION

A. The Board will not entertain any issues not in the written complaint or application.

B. A hearing on any complaint or application shall be opened by introduction of parties and their representatives, followed by identification of pertinent documents and other papers.

C. In connection with a landlord's application as provided in V. above, the following must be submitted by the landlord to the Board in addition to his application:

1. Legible profit and loss statement;
2. Balance sheet;
3. Copies of invoices and/or contracts evidencing major expenditures;
4. A computation of projected rent increases as authorized by the Ordinance for a twelve (12) month period (for purposes of this projection, a uniform lease expiration ate may be used);
5. A statement sufficient to identify expenses that may fall into the capital improvement category;
6. Seven (7) copies of each of the above;
7. Request for hearing (shall be made at least thirty (30) days prior to requested hearing date;
8. Proof of service upon tenants (may be provided at time of hearing);
9. Landlord's affidavit attesting to the accuracy of the profit and loss statement and the balance sheet submitted and that the line items contained therein are true and accurate.

D. In cases where a tenant's personal appearance at the hearing constitutes a hardship to the tenant/complainant, the Board may waive the requirement of personal appearance, provided the complainant has a personal representative with knowledge of the relevant facts appear and state the complainant's case, or the complainant has fully explained the case in writing in detail sufficient to permit the Board to render a decision.

E. The order of the proceedings shall be:

1. Opening statements;
2. Introduction of documents;
3. Examination of witnesses;
4. Cross examination of witnesses;
5. Questioning by Board members;
6. Presentation of exhibits;
7. Final summation.

The complainant or applicant shall proceed first. The order of presentation may be varied by the Board when it deems it advisable to do so.

F. Proceedings before the Board shall be informal in that strict adherence to the rules of evidence shall not be required provided, however, that in each instance, the evidence presented must be relevant to the issues before the Board.

**IX. DETERMINATIONS**

A. The Board shall send written notice of its final determination to the complainant and the landlord.

B. The Board shall provide the Governing Body with the determination of the Board when requested to do so.

C. All determinations of the Board shall be a matter of public record and shall be part of the minutes of the hearings.

**X. ENFORCEMENT OF BOARD DECISIONS**

A. In cases where a landlord or tenant is in willful wanton and intentional violation of a Board decision or in violation of any aspect of the "Open Housing Practices; Rent Control; Protective Tenancy" ordinance, the Board, by resolution, pursuant to Sections 4-32.1 and 4-32.2 of the Rent Control ordinance may make a recommendation to the Township Committee that the violation be prosecuted by the Township Code Enforcement Officer by signing a complaint within fifteen (15) days after Township Committee authorization by resolution.

B. Prior to any recommendation being made to the Mayor and Township Committee concerning a violation of a Board decision or a violation of the Rent Control ordinance, the Board shall authorize the Board Attorney to put the violating landlord or tenant on written notice of the alleged violation by mailing a letter by certified mail, return receipt requested, and regular mail to the violator and demand that the violator cease his violation within ten (10) days of receipt of the aforesaid notice or a time period that the Board Attorney feels would be reasonable under the circumstances with regard to cessation or remediation of the violation and should said violation not cease, or is remediated, within the time period prescribed by the notice the Board's recommendation may at that time be forwarded to the Mayor and Township Committee. The Board may authorize the notice and recommendation to the Mayor and Township Committee simultaneously under the same resolution with the provision that the recommendation be made subject to the violator failing to cease his violation or failure to remediate within the time period prescribed by the notice.

C. The enforcement procedure stated in Paragraphs (A) and (B) above shall not be considered either exclusive or mandatory in nature and the Board may pursue any and all existing means of enforcement allowed by the Rent Control Ordinance and by law within the authority and powers granted to the Rent Control Board.

## XI. DOCUMENTATION

A. Minutes will be recorded by the Board Secretary and shall be posted in Township Hall.

B. All Regular Meetings will be tape recorded to provide a verbatim account of said meetings.

C. The transcript of any hearing will be provided to anyone requesting it in writing. The request must be accompanied by a check or money order to cover the deposit required.

1. A one hundred (\$100.00) Dollar deposit is required for each tape hour of each transcript or that amount required by an outside contractor, if any, either contracted for by the Board or requestor.

2. The cost of a transcript will be \$7.50 per typed page or that amount required by an outside contractor, if any, either contracted for by the Board or requestor. The cost will be deducted from the deposit and adjustments made when the transcript has been compiled.

3. Additional copies of the transcript will be provided at a cost of fifty (\$.50) cents per page per copy or that amount required by an outside contractor, if any, either contracted for by the Board or requestor.

D. All matters coming before this Board, including but not limited to documents, evidence, testimony, applications, complaints, etc., shall be a matter of public record.

E. The Minutes of the Board shall be a permanent record of the Board and maintained on file at Township Hall for such time as the Governing Body or Township Clerk, as appropriate, shall determine, or as otherwise provided by law.

## XII. DETERMINATION OF PROTECTED TENANT STATUS

All applications made to the Board for protected status under the Senior Citizen and Disabled Protected Tenancy Act [“the Act”] shall be referred by the Board to the Board’s attorney for his review and determination of eligibility. If the Board attorney concludes that any application is incomplete, he shall notify the applicant in writing of the nature of the incompleteness and request that any information or documentation necessary to render the application complete be provided to him within the time prescribed by the Act. Upon receipt of a complete application, the Board attorney shall promptly review the application and supporting documentation and render a decision thereon concerning the applicant’s eligibility under the Act. The Board attorney’s decision concerning eligibility shall be made within the time prescribed by the Act, provided, however, that the Board attorney shall reduce his eligibility determination to the form of a written resolution which shall be presented to the Board for adoption as soon as practicable and unless the Board adopts a resolution contrary to the Board attorney’s determination, the eligibility determination of the Board attorney shall be deemed final for all purposes of the Act.

### **XIII. PROCEDURE FOR APPEALS**

A. Time for appeal – Both landlord and tenant may appeal a decision, resolution or ~~action of the Board within twenty (20) days from the date of the determination.~~

B. How to appeal – An appeal from a decision of the Board is taken by serving a copy of the Notice of Appeal and a Request for Transcript upon all parties appearing in the action and the Board with the original Notice of Appeal to the Mayor and Township Committee and the original Request for Transcript to the Secretary of the Board within the time period prescribed by XII. A.

C. Requirements of Notice of Appeal – The Notice of Appeal shall set forth the name of the party taking appeal (appellant) and his address or the address of his attorney, if represented, the names of all parties to the action and to the appeal, and shall designate the decision, action or rules appealed from with an attached copy of the written decision, action or rule or, if not in writing, description of the same.

D. Request for transcript – A request for transcript shall be filed not later than the time of the Notice of Appeal with the original filed with the Board's Secretary and a copy to all parties and to the Mayor and Township Committee. Said request for transcript shall state the names of all parties to the action, date or dates of hearing and be accompanied with a deposit as prescribed by XC(1). If no verbatim record was made the proceedings, the appellant shall within fourteen (14) days of the filing of the Notice of Appeal serve upon all parties a statement of the evidence and proceedings prepared from the best available sources including his recollection. The respondent may within fourteen (14) days after service, serve upon the Appellant, the Mayor and Township Committee and the Board any proposed objection or amendment. Within fourteen (14) days after objections have been filed or if no objection within sixty (60) days of the Notice of Appeal, the Board shall file with the Mayor and Township Committee its settled statement of proceedings and provide copies to all parties.

If a verbatim record made of the proceedings has been lost, destroyed or otherwise is unavailable, the Board will supervise the reconstruction of the record. In such a case, the Board's Secretary will advise the parties within fourteen (14) days of service of the request of transcript of the need to reconstruct the record. At such time, the applicant shall have fourteen (14) days to file his statement of evidence and proceedings prepared from the best available sources including his recollection. The respondent shall have fourteen (14) days after service of appellant's statement to service upon the appellant, Mayor, Township Committee and Board any proposed objections or amendments. Within sixty (60) days of the filing of the Notice of Appeal, the Board based on the statements, amendments and objections, if any, of the parties along with its own evidence and recollection shall submit to the Mayor and Township Committee with copies to the respective parties a written statement as to the reconstructed record of the hearing which is the subject of the appeal.

E. Decision of appeal – The Mayor and Township Committee shall hold a hearing on the appeal and schedule the same upon receipt of both the Notice of Appeal and transcript or statement or reconstruction of proceedings.

F. Copies of transcript or statement or reconstruction of proceedings – Appellant must provide an original and six (6) copies of the transcript, if available, to the Mayor and Township Committee with a copy to all parties in the action and a copy to the Board at his own cost and expense.

G. The Appellant shall provide all affected parties written notice of the appeal at least ten (10) days prior to the hearing before the Mayor and Township Committee by Certified Mail/RRR or personal service, which shall include the Notice of Appeal, the date, time and place of the hearing and shall indicate to the affected parties the availability of the transcript and all documentation utilized for the appeal at a location convenient, on site with regard to the apartment complex, which can be inspected by the affected party or for which copies can be purchased at a rate which is the same as that of the municipal rate for copies.

#### **XIV. BOARD VACANCIES AND REMOVAL OF BOARD MEMBERS**

Pursuant to N.J.S.A. 40A:9-12.1 the following grounds shall establish the existence of a vacancy on the Rent Leveling Board or the legal basis for seeking a removal of a Board member:

- A. Upon it's being so declared by judicial determination;
- B. Upon the filing by such member of his written resignation;
- C. Upon refusal of a person designated for appointment for such office to qualify or serve;
- D. Upon the determination of the appointment authority that such officer shall have become physically or mentally incapable of serving;
- E. Upon the death of such of such member;
- F. In this case of a member of the board without being excused by a majority of the authorized members of such body, failing to attend and participate at meetings of such body for a period of eight consecutive weeks or for four consecutive regular meetings, whichever shall be of longer duration, at the conclusion of such period provided that such body shall notify the Township Committee of the Township of Neptune in writing of such determination; provided, further, that the Board may refuse to excuse only with respect to those failures to attend and participate which are not due to legitimate illness.
- G. Upon the removal of such officer for cause in accordance with the law or any other reason prescribed by law.

XV. **RULES AND REGULATIONS**

- A. A copy of these Rules and Regulations shall be filed with the Township Clerk.
- B. These Rules and Regulations may be amended by a majority vote of the Board.
- C. All amendments to these Rules and Regulations shall be presented at a Regular Meeting of the Board for public discussion and Board vote, prior to adoption.

Dated: October 17, 2013; amended November 3, 2016

# NEPTUNE TOWNSHIP RENT LEVELING BOARD

25 Neptune Blvd.  
Neptune Township, NJ 07753  
732-988-5200, Ext. 235

## HARDSHIP APPLICATION

Dear Owner/Agent:

Attached please find an application for a Hardship Rent Increase. The purpose of such an increase is to secure a "Fair Net Operating Income." The allowed net operating income is at least 40% of the gross annual income.

Please refer to Section 4-30.4, Chapter IV of the Code of Neptune Township for details regarding a Hardship Application. Please file your application with the Rent Leveling Board Secretary. Attach the following documentation to support your application:

### DOCUMENTATION REQUESTED FOR THE 12 MONTH PERIOD COVERED BY THE APPLICATION

All documentation for income and expense should relate to the 12 month period prior to the filing of the application (applicable period).

#### CHECKLIST

1. Copies of deed, mortgage notes, amortization schedule/statement, loan or debt note and title closing statements. \_\_\_\_\_
2. Tenant's name, apt. #, phone #, number of rooms, and rent for each apartment. \_\_\_\_\_
3. Monthly rent collection for the applicable 12 month period. \_\_\_\_\_
4. Copies of real estate tax bills (copy of Tax Assessor's Notice and appeal Judgment, if any) for the applicable 12 month period. \_\_\_\_\_
5. Copies of water and sewerage bills for the applicable 12 month period. \_\_\_\_\_
6. Copies of insurance policy and bills for the applicable 12 month period. \_\_\_\_\_
7. Copies of gas and electric bills for the applicable 12 month period. \_\_\_\_\_
8. Copies of fuel bills for the applicable 12 month period. \_\_\_\_\_
9. Proof of payroll for the applicable 12 month period. \_\_\_\_\_
10. Copies of bills for all claimed expenses, eg. legal, accounting, condo maintenance fees, etc. for the 12 month period. \_\_\_\_\_
11. Proof of management fee or affidavit of management fee for the applicable 12 month period. \_\_\_\_\_
12. Proof of payment for all expenses claimed in this application. \_\_\_\_\_
13. Compilation statement of income & expenses for the subject property during the applicable 12 month period. (include rent from cell phone antennas, income from laundry room services, etc.) \_\_\_\_\_
14. Copies of Federal Tax Return (Schedule e) relating to the property for the preceding 2 years or the period of Ownership if the property is owned for less than 2 years. \_\_\_\_\_
15. Copy of sample notice sent to each tenant and affidavit stating that tenants were properly notified by agent or landlord and proof thereof (eg. Certified receipts, proof of mailing, tenant's signed acknowledgement). \_\_\_\_\_
16. Proof of substantial housing code compliance based on inspection conducted within 6 months prior to the filing of this application. \_\_\_\_\_
17. Certified appraisal report, where applicable. \_\_\_\_\_
18. Copy of last filed Landlord Registration. \_\_\_\_\_
19. Submit 5 sets of the application package to the Board Secretary. \_\_\_\_\_
20. For sole proprietorship and personal ownership bring official government (Federal, State) identification to the hearing. \_\_\_\_\_

## EXHIBIT A

### LANDLORD APPLICATION FOR HARDSHIP

Property Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### Landlord's Name and Address:

Name: \_\_\_\_\_

If business entity, provide name and title of responsible officer/member: \_\_\_\_\_

**Also provide resolution appointing the individual to represent the entity in processing this application.**

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

#### Attorney/Agent's Name and Address:

Name: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax \_\_\_\_\_

Email: \_\_\_\_\_

#### Property Information:

Number of residential units: \_\_\_\_\_

Number of commercial units: \_\_\_\_\_

Total number of residential rooms \_\_\_\_\_

(If apartments have different number of rooms) Provide room count for each apt. on Page 4.

Total square footage (for residential apartments only, and only if units vary in size and in room count, i.e., number of rooms in each apartment): \_\_\_\_\_ Square feet. Provide square footage information on Page 4.

Date of purchase: \_\_\_\_\_

Purchase price: \_\_\_\_\_

Mortgaged the amount of \_\_\_\_\_ at \_\_\_\_\_ % for \_\_\_\_\_ years on a



\_\_\_\_\_ year payout plan. The current mortgage amount/principal is \$ \_\_\_\_\_.

**Property Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**PERIOD OF APPLICATION:**

The owner/agent limits this application and its supporting documents to the income and expenses pertaining to the twelve (12) month period commencing on \_\_\_\_\_ and ending on \_\_\_\_\_.

(These dates should be the 12 months preceding the filing date of this Hardship Application).

**OPERATING STATEMENT: (If application is for a condominium unit, provide the financials, income/expenses and supporting documentation for all the units you own in the condo complex).**

1. Operating Expenses:

Property taxes (if not part of mortgage payment)	\$ _____
Water and sewerage	\$ _____
Insurance (if not part of mortgage payment)	\$ _____
Electricity & gas	\$ _____
Fuel	\$ _____
Repairs/maintenance (no capital improvement)	\$ _____
Condo maintenance fees	\$ _____
Payroll (Superintendent, etc.)	\$ _____
Legal fees	\$ _____
Accounting fees	\$ _____
Mortgage payment, possible interest and principal only	\$ _____
Management fee (5% of gross maximized annual income, see Ordinance)	\$ _____
Vacancy Rate Allowance (if any)	\$ _____
Other expenses (explain) _____	\$ _____

Total Operating Expenses: \$ \_\_\_\_\_

2. Operating Income:

Residential rent (at full occupancy)	\$ _____
Commercial rent (at full occupancy)	\$ _____
Other income (explain) _____	\$ _____

Total Operating Income: \$ \_\_\_\_\_

**Operating Profit/loss (OP or OL)** [circle one (total operating income Minus total operating expenses)] Express loss with a negative (-)





**NOTICE OF PROPOSED HARDSHIP INCREASE TO TENANTS**

**(Prepare a copy for each tenant)**

**Please note that this is a process to increase your rent, if approved. It is recommended that you seek legal representation.**

For Building: \_\_\_\_\_ Apt. # \_\_\_\_\_  
Neptune Township, New Jersey 07753

Dear Mr./Ms./Mr. and Mrs. \_\_\_\_\_  
(Print name)

Please be advised that I have made an application for a Hardship Rent Increase to the Neptune Township Rent Leveling Board. The basis for the Hardship Application is due to a deficit situation that has arisen in the operation of the building, and/or my not receiving a "fair return" on my investment in the building.

I am requesting a \$ \_\_\_\_\_ monthly rent increase. Your currently monthly rent is \$ \_\_\_\_\_ and your proposed monthly rent will be \$ \_\_\_\_\_.

**This increase should not be paid prior to its approval by the Rent Leveling Board.**

This notice is to comply with Section 4-30.4, Chapter IV, Rent Control of the Neptune Township General Ordinances. A copy of my application together with the supporting documentation is filed with the Neptune Township Rent Leveling Board, 25 Neptune Blvd., Neptune Township, New Jersey 07753; Pam Howard, Rent Leveling Board Secretary, 732-988-5200, ext. 235. You may contact the Board to receive a copy of , or to review the application.

**You may file written objection and supply your own documentation and proof. All objections and supporting documentation must be submitted to the Rent Leveling Board Secretary at least 5 days before the hearing date of the Rent Leveling Board. The landlord is to be given the opportunity to reply to your objection.**

**Because this application may involve certain legal issues, you are encouraged to seek the advise of a lawyer. Tenants may join together to seek legal representation. You may call Legal Services at 732-414-6750 or the Monmouth Bar Association at 732-431-5544.**

Sincerely yours,

Agent's/Landlord's Signature \_\_\_\_\_ Date: \_\_\_\_\_

Agent's/Landlord's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Address: \_\_\_\_\_ Email \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Property Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**CERTIFICATION IN SUPPORT OF APPLICATION**

**STATE OF NEW JERSEY**

**SS:**

**COUNTY OF MONMOUTH**

Having submitted this application and the require documentation, I hereby swear/affirm 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 application.

I further swear/affirm that I am the owner, or the legitimate representative of the owner/owners and that I have been duly appointed to represent the owner/owners in the processing of this Hardship Application.

I also swear/affirm that I have served notice of this application upon each of the tenants as required by Section 4-30.4, Chapter IV of the Neptune Township General Ordinances, and I do hereby attach a true copy of said notice and proof of service to each of the tenants.

**Landlord's/Agent's Signature:**

\_\_\_\_\_ **Date:** \_\_\_\_\_

**Landlord's/Agents name:** \_\_\_\_\_  
(print name)

**SWORN AND SUBSCRIBED BEFORE ME**

**THIS** \_\_\_\_\_ **DAY OF** \_\_\_\_\_, **20** \_\_\_\_\_

**SEAL**

**Notary Public** \_\_\_\_\_  
**My Commission Expires:** \_\_\_\_\_

## **DISCUSSION ITEMS**

Mr. Anthony stated he received a phone call from someone who was representing a buyer of a six unit building in Ocean Grove. The day of the closing he found out about rent control and questioned hardship applications and capital improvements. He also questioned whether the board wanted to cancel the meeting for December.

The Board discussed the difference between hardships and capital improvements and what was actually allowed.

Mrs. Holmes stated she felt that landlords should take care of their properties and not make deals with new buyers. She stated she was committed to fight for the tenants.

Mr. Manning stated they should be proud of what this Board and the Township Committee is doing.

Mr. Anthony stated we would keep the meeting for December 1<sup>st</sup> as planned and Ms. Howard would contact everyone in two weeks if we are going to cancel it.

## **PUBLIC PARTICIPATION**

There being no comments, Mr. Manning offered a motion to adjourn the meeting, moved and seconded by Mr. Massicot; all were in favor.

Pamela D. Howard  
Secretary

**RESOLUTION ESTABLISHING DATE FOR THE REORGANIZATION OF THE  
NEPTUNE TOWNSHIP RENT LEVELING BOARD**

WHEREAS, pursuant to the law, it is necessary for the Neptune Township Rent Leveling Board to reorganize from year to year; and

WHEREAS, the Neptune Township Rent Leveling Board shall reorganize in January of each year and shall establish at that time its regular and special meeting schedules.

NOW, THEREFORE, BE IT RESOLVED, by the Neptune Township Rent Leveling Board, that the Board for the year 2017 shall meet for purposes of reorganization, and as a regular meeting on Thursday, January 5, 2017, in the second floor Committee Chambers, Neptune Township Municipal Hall, 25 Neptune Blvd., Neptune, New Jersey, or any other designated location at 6:00 P.M.; and

BE IT FURTHER RESOLVED, that the Neptune Township Rent Leveling Board Secretary shall publish a copy of this notice in the official newspapers of the Township of Neptune, and shall also post this notice upon a bulletin board in the main entranceway of Township Hall and keep a copy on file.

OFFERED BY BOARD MEMBER:

SECONDED BY BOARD MEMBER:

AND ADOPTED ON ROLL CALL BY THE FOLLOWING VOTES:

ROLL CALL

Affirmative:

Negative:

Abstain:

Absent:

Dated: December 1, 2016

RUTH JOHNSON, CHAIRWOMAN

ATTEST:

---

PAM HOWARD, Secretary

I hereby certify the foregoing to be a true copy of the Resolution adopted by the Neptune Township Rent Leveling Board at a meeting held on December 1, 2016.

ATTEST:

PAM HOWARD, Secretary



## New York–New Jersey Information Office

PRINT: Search New York–New Jersey Region  **Go**

[NY-NJ Home](#)

[NY-NJ Geography](#)

[NY-NJ Subjects](#)

[NY-NJ Archives](#)

[Contact NY-NJ](#)

[Geographic Information](#) > [New York–New Jersey](#) > [News Release](#)

# Consumer Price Index, New York-Northern New Jersey – October 2016

### Area prices up 0.1 percent over the month and 1.2 percent over the year

Prices in the New York-Northern New Jersey-Long Island area, as measured by the Consumer Price Index for All Urban Consumers (CPI-U), ticked up 0.1 percent in October after edging up 0.2 in each of the two prior months, the U.S. Bureau of Labor Statistics reported today. Chief Regional Economist Martin Kohli attributed the movement to higher prices for shelter and other non-food items that were largely offset by lower energy prices. (Data in this report are not seasonally adjusted. Accordingly, month-to-month changes may reflect the impact of seasonal influences.)

Over the year, the CPI-U advanced 1.2 percent. (See [table A](#).) The index for all items less food and energy increased 1.6 percent. (See [chart 1](#).) Higher prices for shelter drove the 12-month change in both indexes. (See [table 1](#).)

### News Release Information

16-2187-NEW  
Thursday, November 17, 2016

### Contacts

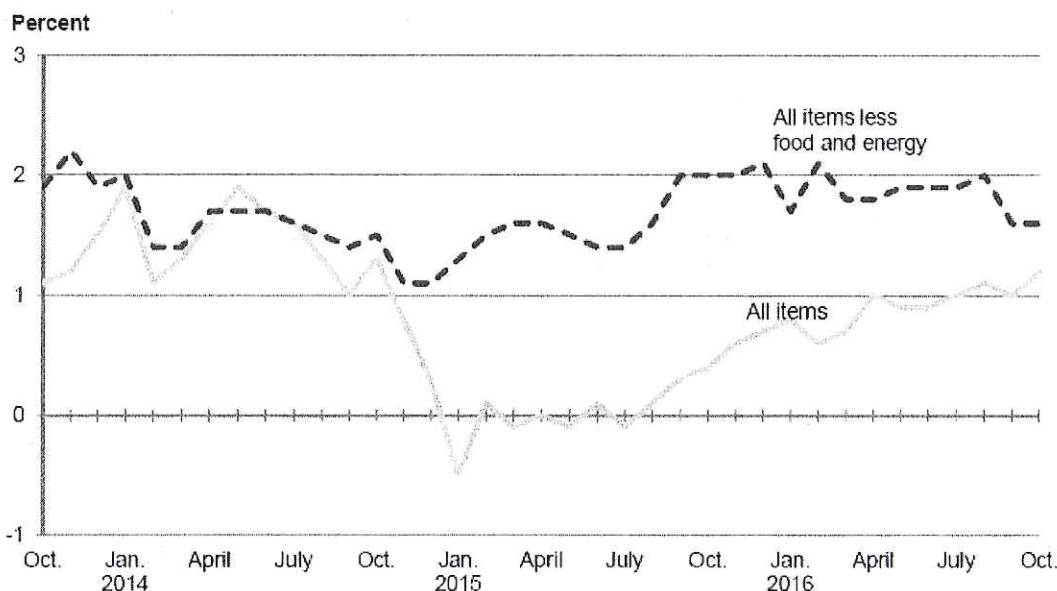
**Technical information:**  
(646) 264-3600  
[BLInfoNY@bls.gov](mailto:BLInfoNY@bls.gov)  
[www.bls.gov/regions/new-york-new-jersey](http://www.bls.gov/regions/new-york-new-jersey)

**Media contact:**  
(646) 264-3620

### PDF

[PDF version](#)

**Chart 1. Over-the-year percent change in CPI-U, New York-Northern New Jersey-Long Island, October 2013–October 2016**



Source: U.S. Bureau of Labor Statistics.

### Food

The food index inched down 0.1 percent in October, after edging up 0.2 percent in September. Prices for food at home declined 0.5 percent, reflecting, in part, lower prices for frozen and freeze-dried prepared foods, uncooked beef roasts, and some pork products. Prices for food away from home rose 0.3 percent.

In calculating the index, price changes for the various items in each location are averaged together with weights that represent their importance in the spending of the appropriate population group. Local data are then combined to obtain a U.S. city average. Because the sample size of a local area is smaller, the local area index is subject to substantially more sampling and other measurement error than the national index. In addition, local indexes are not adjusted for seasonal influences. As a result, local area indexes show greater volatility than the national index, although their long-term trends are quite similar. **NOTE: Area indexes do not measure differences in the level of prices between cities; they only measure the average change in prices for each area since the base period.**

The New York-Northern New Jersey-Long Island, N.Y.-N.J.-Conn.-Pa. consolidated area covered in this release is comprised of Bronx, Dutchess, Kings, Nassau, New York, Orange, Putnam, Queens, Richmond, Rockland, Suffolk, and Westchester Counties in New York State; Bergen, Essex, Hudson, Hunterdon, Mercer, Middlesex, Monmouth, Morris, Ocean, Passaic, Somerset, Sussex, Union, and Warren Counties in New Jersey; Fairfield County and parts of Litchfield, Middlesex, and New Haven Counties in Connecticut; and Pike County in Pennsylvania.

Information in this release will be made available to sensory impaired individuals upon request. Voice phone: (202) 691-5200; Federal Relay Service: (800) 877-8339.

**Table 1. Consumer Price Index for All Urban Consumers (CPI-U): Indexes and percent changes for selected periods, New York-Northern N.J.-Long Island, NY-NJ-CT-PA (1982-84=100 unless otherwise noted)(not seasonally adjusted)**

Item and Group	Indexes			Percent change from-		
	Aug. 2016	Sept. 2016	Oct. 2016	Oct. 2015	Aug. 2016	Sept. 2016
<b>Expenditure category</b>						
All items	264.160	264.602	264.738	1.2	0.2	0.1
All items (1967=100)	763.651	764.929	765.320			
<b>Food and beverages</b>						
Food	256.834	257.292	257.031	-0.2	0.1	-0.1
Food at home	249.074	249.354	248.197	-3.0	-0.4	-0.5
Food away from home	274.357	275.078	276.025	3.6	0.6	0.3
Alcoholic beverages	254.393	254.879	255.126	0.7	0.3	0.1
<b>Housing</b>						
Shelter	286.282	286.331	286.510	2.0	0.1	0.1
Rent of primary residence <sup>(1)</sup>	361.869	361.800	363.532	2.7	0.5	0.5
Owners' equivalent rent of residences <sup>(1) (2)</sup>	372.487	373.441	374.891	2.8	0.6	0.4
Owners' equivalent rent of primary residence <sup>(1) (2)</sup>	367.357	368.899	370.047	2.8	0.7	0.3
Owners' equivalent rent of primary residence <sup>(1) (2)</sup>	366.890	368.429	369.572	2.8	0.7	0.3
<b>Fuels and utilities</b>						
Household energy	181.737	182.065	176.855	-0.3	-2.7	-2.9
Energy services <sup>(1)</sup>	173.333	173.701	167.869	-0.6	-3.2	-3.4
Electricity <sup>(1)</sup>	170.208	170.079	162.281	-0.2	-4.7	-4.6
Utility (piped) gas service <sup>(1)</sup>	184.396	184.464	173.568	-0.8	-5.9	-5.9
Utility (piped) gas service <sup>(1)</sup>	136.090	135.627	133.654	0.7	-1.8	-1.5
Household furnishings and operations	110.920	111.190	109.824	-3.4	-1.0	-1.2
<b>Apparel</b>						
	129.847	133.232	130.743	-1.4	0.7	-1.9
<b>Transportation</b>						
Private transportation	207.419	206.707	208.662	-0.4	0.6	0.9
Motor fuel	193.230	192.939	194.247	-0.2	0.5	0.7
Gasoline (all types)	171.749	173.813	177.044	0.6	3.1	1.9
Gasoline, unleaded regular <sup>(3)</sup>	171.030	173.077	176.296	0.6	3.1	1.9
Gasoline, unleaded midgrade <sup>(3) (4)</sup>	168.733	170.836	174.233	1.0	3.3	2.0
Gasoline, unleaded premium <sup>(3)</sup>	185.349	187.165	189.260	-1.0	2.1	1.1
Gasoline, unleaded premium <sup>(3)</sup>	188.480	190.183	192.314	-1.2	2.0	1.1
<b>Medical care</b>						
	469.394	471.327	470.983	4.0	0.3	-0.1
<b>Recreation <sup>(5)</sup></b>						
	119.552	119.874	120.142	0.9	0.5	0.2
<b>Education and communication <sup>(6)</sup></b>						
	143.028	143.625	143.287	0.3	0.2	-0.2
<b>Other goods and services</b>						
	414.670	415.612	416.035	2.4	0.3	0.1
<b>Commodity and service group</b>						
All items	264.160	264.602	264.738	1.2	0.2	0.1
Commodities	185.060	186.182	185.603	-1.0	0.3	-0.3


[Home](#) | [Subjects](#) | [Data Tools](#) | [Publications](#) | [Economic Releases](#) | [Statistics](#) | [Beta](#)

## New York-New Jersey Information Office

 PRINT: Search New York-New Jersey Region  **Go**
[NY-NJ Home](#)
[NY-NJ Geography](#)
[NY-NJ Subjects](#)
[NY-NJ Archives](#)
[Contact NY-NJ](#)
[Geographic Information](#) > [New York-New Jersey](#) > Table

### Consumer Price Index - New York-Northern New Jersey-Long Island, NY-NJ-PA (1982-84 = 100)

#### All Items (1982-84=100)

#### All Urban Consumers - (CPI-U)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg
1986	111.8	111.5	111.5	111.2	110.9	111.7	112.5	112.7	113.0	113.4	113.3	113.8	112.3
1987	114.7	115.3	115.8	116.6	117.3	117.8	117.9	118.9	119.8	120.2	120.5	120.6	118.0
1988	121.3	121.1	121.5	122.6	122.7	123.1	123.6	124.2	126.0	126.2	125.9	126.0	123.7
1989	127.0	127.6	128.9	129.5	130.2	130.5	130.6	130.9	132.2	132.8	133.2	133.3	130.6
1990	135.1	135.3	136.6	137.3	137.2	137.1	138.4	140.0	140.8	141.6	141.5	141.6	138.5
1991	143.0	143.6	143.4	143.7	144.0	144.6	145.2	145.4	145.8	145.7	146.6	146.6	144.8
1992	147.3	148.0	149.1	149.2	148.9	149.5	149.9	150.8	151.4	152.1	152.2	151.9	150.0
1993	153.0	153.6	154.1	154.0	153.8	154.2	154.3	155.3	155.3	155.5	155.4	155.6	154.5
1994	156.0	157.4	157.9	157.7	157.3	157.8	158.2	159.1	159.0	159.5	159.4	158.9	158.2
1995	159.9	160.3	160.9	161.4	161.8	162.2	162.3	162.8	163.2	163.6	163.8	163.7	162.2
1996	164.8	165.7	166.5	166.0	166.4	166.5	166.7	167.2	168.2	168.2	168.4	168.5	166.9
1997	169.1	170.1	170.7	170.2	169.9	170.3	170.8	170.8	171.7	172.3	172.0	171.9	170.8
1998	172.1	172.7	173.0	173.0	173.0	173.1	173.6	174.2	174.4	174.8	174.7	174.7	173.6
1999	175.0	175.1	175.5	176.0	176.1	176.8	177.2	177.6	178.2	178.9	178.8	178.6	177.0
2000	179.3	180.5	181.5	181.4	181.4	182.0	182.8	183.1	184.4	184.6	184.6	184.2	182.5
2001	184.9	185.3	186.4	186.6	187.3	188.3	187.8	188.1	188.0	187.8	187.8	187.3	187.1
2002	188.5	189.9	191.1	191.8	191.4	191.5	192.0	193.1	193.3	193.7	193.4	193.1	191.9
2003	194.7	196.2	197.1	196.7	196.8	196.9	197.7	199.1	199.6	200.0	199.4	199.3	197.8
2004	199.9	201.1	203.4	204.0	204.4	206.0	205.5	205.7	205.9	207.3	207.2	206.8	204.8
2005	208.1	208.9	212.4	212.5	211.4	210.7	212.5	214.1	215.8	216.6	215.3	214.2	212.7
2006	215.9	216.4	218.2	220.2	221.6	222.6	223.1	224.1	222.9	221.7	220.9	221.3	220.7
2007	221.767	223.066	224.551	225.780	227.146	228.258	228.628	228.326	228.308	228.552	229.504	229.395	226.940
2008	229.869	231.020	233.122	233.822	236.151	238.580	240.273	240.550	240.089	238.403	234.498	233.012	235.782
2009	233.402	234.663	235.067	235.582	235.975	237.172	237.600	238.282	238.568	238.380	238.777	238.427	236.825
2010	238.970	238.862	240.101	240.529	241.075	240.817	241.147	241.569	241.485	241.981	241.960	241.874	240.864
2011	242.639	243.832	245.617	246.489	248.073	248.505	249.164	250.058	250.559	250.051	249.317	248.307	247.718
2012	249.322	250.285	251.887	252.349	252.652	252.406	252.016	253.472	254.554	254.277	254.285	253.555	252.588
2013	254.807	256.234	256.589	255.967	256.270	256.911	257.326	257.659	258.504	257.069	257.377	257.284	256.833
2014	259.596	259.019	259.971	259.985	261.225	261.350	261.498	261.075	261.074	260.500	259.382	258.080	260.230
2015	258.376	259.240	259.647	259.959	261.066	261.512	261.199	261.347	261.887	261.515	261.009	259.941	260.558
2016	260.342	260.875	261.508	262.619	263.312	263.877	263.722	264.160	264.602	264.738			

#### Urban Wage Earners and Clerical Workers - (CPI-W)

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg
1986	110.9	110.5	110.5	110.0	109.7	110.4	111.2	111.4	111.5	111.9	111.9	112.4	111.0
1987	113.2	113.8	114.4	115.3	116.0	116.5	116.5	117.4	118.5	118.8	119.1	119.1	116.6
1988	119.6	119.3	119.7	120.6	120.7	121.2	121.7	122.2	124.1	124.3	124.1	124.1	121.8
1989	125.1	125.5	126.8	127.5	128.2	128.7	128.7	128.9	130.3	130.8	131.3	131.3	128.6
1990	133.0	133.1	134.5	135.0	134.9	135.0	136.0	137.4	138.7	139.5	139.5	139.5	136.3
1991	140.3	140.6	140.5	141.0	141.4	142.1	142.3	142.6	143.2	143.0	144.0	143.9	142.1
1992	144.4	144.8	145.8	145.9	145.8	146.5	146.6	147.6	148.3	149.1	149.2	149.1	146.9
1993	149.9	150.3	150.7	150.7	150.4	150.7	150.7	151.7	151.8	152.1	152.0	152.1	151.1
1994	152.4	153.5	154.0	153.9	153.6	154.2	154.4	155.3	155.5	156.0	155.9	155.4	154.5
1995	156.3	156.6	157.1	157.5	158.0	158.4	158.3	158.9	159.5	159.7	159.9	159.9	158.3
1996	160.9	161.7	162.5	162.2	162.8	162.8	162.8	163.3	164.4	164.4	164.7	164.7	163.1
1997	165.1	166.2	166.6	166.1	166.0	166.2	166.6	166.7	167.7	168.1	168.0	167.7	166.8