



CITY OF TRENTON
DEPARTMENT OF HOUSING AND ECONOMIC DEVELOPMENT
RENT STABILIZATION OFFICE



Checklist: Supporting Documents for Rent Stabilization Petition

- ☐ Copy of current lease or rental agreement
- ☐ Rent payment history or receipts
- ☐ Notice of rent increase (if applicable)
- ☐ Photographs of unit conditions or maintenance issues
- ☐ Written requests for repairs or maintenance
- ☐ Correspondence with landlord or property manager (emails, letters, texts)
- ☐ Copies of work orders or inspection reports (if relevant)
- ☐ Utility bills ex: water, taxes, electric/gas (if relevant)
- ☐ Court documents or eviction notices (if applicable)
- ☐ Affidavits or witness statements (if needed)



**City of Trenton Department of Housing and Economic Development
Rent Stabilization Board**

(DATE)

Stephani Register, Principal Planner/Rent Stabilization Officer
City of Trenton
Department of Housing and Economic Development
Room 123
319 East State Street
Trenton, New Jersey 08608

RE: **PROPERTY OWNER HEARING PETITION REQUEST**

Property Address: 1. _____
(One sheet per private property)

I hereby petition the Rent Stabilization Board for a hearing regarding a rent increase in accordance with Chapter 222, Subsection 5-10 of the Revised General Ordinance of the City of Trenton, for the above referenced property/properties.

Fully executed Petition Request forms, and documentation in support of this request, are enclosed.

Name of Landlord: _____

Address: _____

City: _____

Phone: _____

(Signature of Landlord)

**City of Trenton Department of Housing and Economic Development
Rent Stabilization Board**

**UNIT TAX, WATER/SEWER BURDEN AND
ALLOWABLE RENT INCREASE CALCULATION**

	<u>LANDLORD</u>	<u>TENANT</u>
Name:	_____	_____
Address:	_____	_____
	_____	_____
Apt. #	_____	_____
Telephone:	_____	_____

PRIOR TAX, WATER/SEWER BURDEN *(Multiunit if applicable)*

A. Prior annual taxes, water/sewer charges: \$ _____

B. Total annual rental income (Groups of Units with identical rents):

<u># of Units</u>	<u># of BR's</u>	<u>Annual Rent</u>	<u>Total</u>	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	
_____	_____	_____	_____	TOTAL \$ _____

C. Burden as % of total rental income (A divided by B): _____%

D. Annual rent of subject unit: \$ _____

E. Subject unit annual tax, water/sewer burden Tax: (C times D): \$ _____

F. Water/Sewer (A divided by total # of BR's times unit # of BR's) \$ _____

PRESENT TAX, WATER/SEWER BURDEN:

G. Present annual taxes, water/sewer charges: \$ _____

H. Amount of Increase (F minus A): \$ _____

I. Burden as % of total Tax, Water/Sewer Burden (G divided by A) _____%

J. Rent Index % for maximum allowable rent increase: _____%

K. Difference % of increase and rent index % (H minus I): _____%

L. Annual allowable rent increase (J times E): \$ _____

M. Monthly allowable rent increase (K divided by 12): \$ _____

Copies of this form must be provided by the landlord to the tenant and to the Rent Stabilization Board. Failure to do so could be grounds for disallowing the rent increase.

(Date)

Signature of Owner/Landlord)

**City of Trenton Department of Housing and Economic Development
Rent Stabilization Board**

**UNIT TAX BURDEN AND TAX INCREASE FORMULA
(See 12-20.1 and 12-20.6)**

Name of Landlord: _____
Address: _____
Apartment Number: _____
Phone Number: _____

Name of Tenant: _____
Address: _____
Apartment Number: _____
Phone Number: _____

A. Prior Annual Taxes \$ _____
B. Total Annual Rent ----(All Units) \$ _____
C. A divided by B (A/B) \$ _____
D. Annual Rent of Unit \$ _____
E. Unit Annual Tax Burden (C times D) \$ _____
F. Present Annual Taxes \$ _____
G. Prior Annual Taxes (Same as A) \$ _____
H. Increase in Taxes (F minus G) \$ _____
I. % Increase in Taxes (H divided by G) _____ %
J. Applicable Rent Increase Index Percentage _____ %
K. Difference in % Tax Increase and % Rent Increase (I minus J) _____ %
L. Unit Annual Tax Burden (Same as E) \$ _____
M. Annual Allowable Tax Increase (K times L) \$ _____
N. Monthly Allowable Tax Increase (M divided by 12) \$ _____

Copies of this form must be provided by the landlord to the tenant and to the Rent Stabilization Board. Failure to do so could be grounds for disallowing the rent increase.



City of Trenton, Housing and Economic Development

PROPERTY OWNER HEARING PETITION REQUEST SUPPLEMENTAL INFORMATION- Past Rent Index Increase updates

Date: _____ Address of Property: _____

Index increase will be based on a 15 Years span per §10-E- As a result of the landlord's past failure to impose the rent increases permitted under § 222-6, the rent is now significantly below prevailing market rents for units of comparable size and location. Where the Board finds that such is the case, the landlord shall compute the maximum rent that would be in effect if all increases had been made as permitted under § 222-6, and shall submit documentation of the base rent used for purposes of this showing, and the calculations made to determine the maximum rent that would be in effect at the time of the petition. Where the Board finds that such documentation is in order, it shall permit maximum rent, provided that:

(1)

If the increase from the current rent is less than 15%, the increase may be imposed at the next anniversary of the tenant's occupancy.

(2)

If the increase is more than 15% but less than 30%, it shall take place in two equal annual installments.

(3)

If the increase is more than 30% but less than 50%, it shall take place in three equal annual installments.

(4)

If the increase is more than 50% but less than 65%, it shall take place in four equal annual installments.

(5)

If the increase is more than 65% but less than 80%, it shall take place in five equal annual installments.

(6)

If the increase is 80% or more, it shall take place in such number of years as the Board shall prescribe.

YEAR	Increase per Rent Index	Adjustment



**City of Trenton Department of Housing and Economic Development
Rent Stabilization Board**

AFFIDAVIT OF SERVICE

Secretary, Rent Stabilization Board
City of Trenton
Department of Housing and Economic Development
Room 123
Trenton, New Jersey 08608

I hereby certify that on _____
(Date)

I served notice upon _____
(Tenant)
of the proposed filing of a petition for rent adjustment by mailing a copy of said notice by
Certified Mail, Return Receipt requested, to the said tenant at _____

(Address)
and by posting a copy of the notice conspicuously in a central location within the
dwelling.

A copy of said notice is attached hereto:

NAME OF OWNER/LANDLORD _____

ADDRESS: _____

(City and State)

SIGNATURE: _____ Date: _____

NOTE: This form must be executed by the Owner/Landlord before a hearing can be scheduled.