

CITY OF ASBURY PARK  
ONE MUNICIPAL PLAZA  
ASBURY PARK, NEW JERSEY 07712  
  
PHONE: (732) 775-2100  
WWW.CITYOFASBURYPARK.COM



**JOHN MOOR, MAYOR**  
**AMY QUINN, DEPUTY MAYOR**  
EILEEN CHAPMAN, COUNCILPERSON  
YVONNE CLAYTON, COUNCILPERSON  
JESSE KENDLE, COUNCILPERSON  
  
DONNA M. VIEIRO, CITY MANAGER  
MELODY HARTSGROVE, RMC, CITY CLERK

**RENT ADJUSTMENT FILING/VACANCY DECONTROL UPDATE APPLICATION**

Property Address: \_\_\_\_\_ Unit # \_\_\_\_\_

Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Authorized Party: \_\_\_\_\_

Person Completing Form: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

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

Daytime Phone: \_\_\_\_\_ Email: \_\_\_\_\_

***Complete this section only if you seek an increase up to 3.5% for a Rent Adjustment Filing***

Base Rent (from above section) \$ \_\_\_\_\_

Base Rent Increase Up to 3.5%: \_\_\_\_\_ 3.5%

Allowable Increase = Base Rent plus up to 3.5% \$ \_\_\_\_\_

New Adjusted Rent Maximum = Base Rent + Allowable Increase \$ \_\_\_\_\_ /monthly rent.

***Complete this section only if you seek Vacancy Decontrol for unit with a new tenant***

Date of Most Recent Vacancy Adjustment Increase: \_\_\_\_\_

Prior Tenant's Surname: \_\_\_\_\_ New Tenant's Surname: \_\_\_\_\_

Number of Years Unit Has Been Offered as a Rental Unit:

Check One:  Less than 2 years  2-5 years  More than 5 years

New Tenant Lease Start Date: \_\_\_\_\_ New Tenant's Base Rent: \$ \_\_\_\_\_ / month

Adjustment Request Fee (\$10) Received: \_\_\_\_\_ Date: \_\_\_\_\_

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Rent Regulation Officer