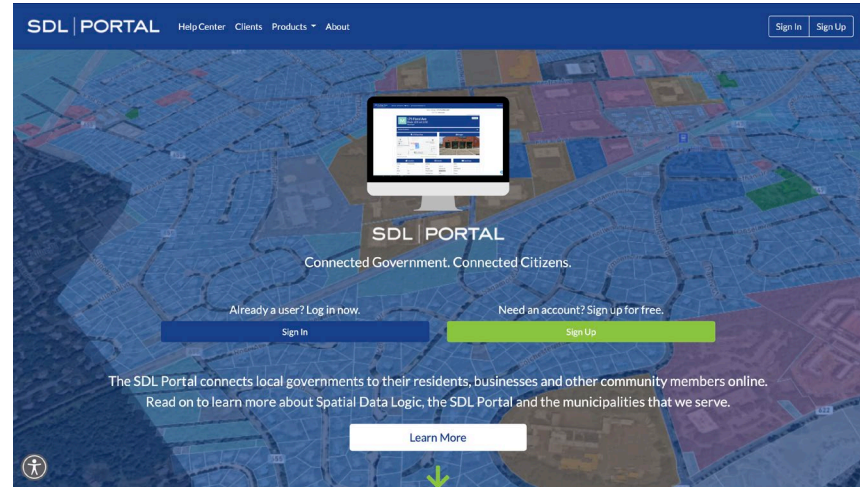# SDL Portal Instructions

Create an Account

When you arrive to the SDL portal, click on the green "Sign Up" button.

Create Portal Account

Enter your email, username, password, name, and choose Hoboken under "Primary Town". You will need to click on the verification link in your email.

Account Verification

After logging in and clicking on "My Account" from the drop-down in the top right corner, you will need to click "Verification" and verify your phone number as well. When done, it should say "Account Verified" in green.
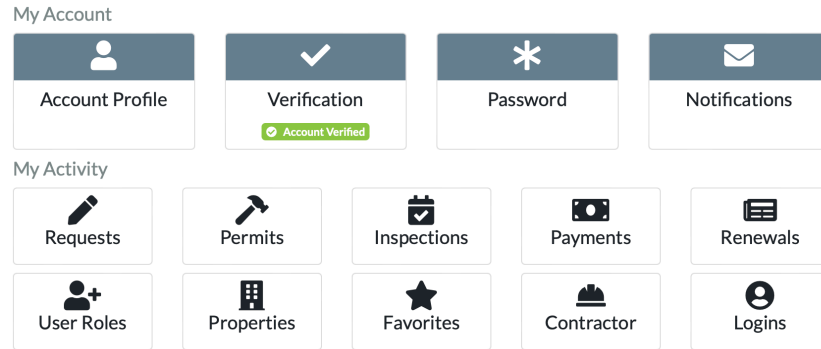
Starting a New Property Claim Request

From that same screen, you can click on "Requests" to bring you to this screen. From there click on "Start a New Request" in orange. Then select "Claim a Property" on the right.
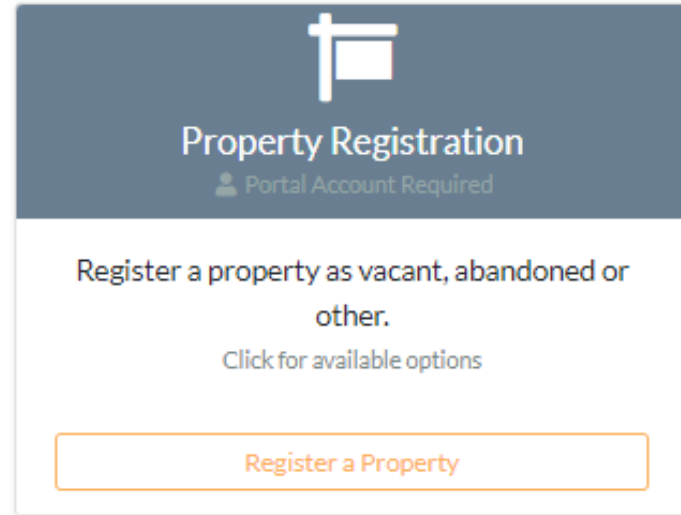
Claiming a Property

Next you will need to enter your role, the property's address and location information, as well as upload a copy of your property taxes. Please reference the chart to the right when determining your role as different roles have varying permissions. If you are the property owner, or the agent responsible for entering and managing the account, the role of LANDLORD is the suggested choice. It allows the most permissions in the Portal

| Role Label	Permission Type	Can View Main	Can View Details	Can Edit	Can Add
Landlord	Buildings	*	*	*	*
	Units	*	*	*	*
Owner	Buildings	*	*		
	Units	*	*		
Agent	Buildings	*			
	Units	*			

Registering a Property

From the same screen, "Requests" click on "Register a Property" in orange. Here you will enter all the general property & owner/landlord information . You will be prompted to add tenant information to a form before submitted a required $50 registration fee. There are additional fees for units. They will be invoiced, once you submit the unit details and information.

Property Registration
👤 Portal Account Required

Register a property as vacant, abandoned or other.
Click for available options

Register a Property

Welcome Back Page

When you complete the steps of Claiming and Registering your property, return to "My Account". When you arrive to the SDL Portal after logging in, click on "Go to my account".
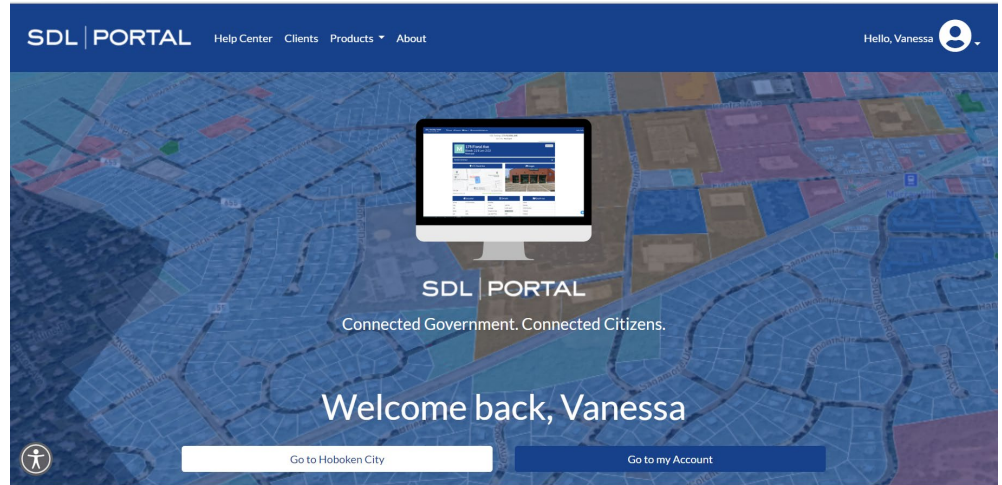
My Account

Under your account page, you will have access to many different activities. Click on "Properties" to continue registering your property.
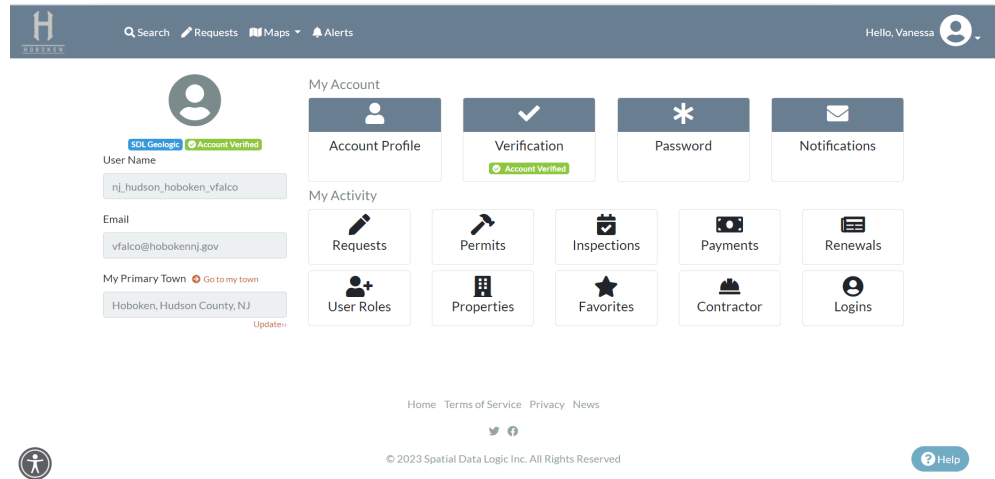
My Properties

This section will list your claimed properties. Here, you can update your claims (which allows you to change your claim type or remove the property from your list) or edit a claimed property by clicking on the highlighted address. Click on the address of the property you want to view.

Property Management

Clicking on the address will take you to the property information page. This page provides detailed information about the property. To edit the property details, scroll down to the section titled "Property Management" and click on the highlighted "Go to property management" link.

👤 Owner	
Name	Mayor & Council
Address	City Of Hoboken
City, State	Hoboken , NJ
Zip Code	07030

💷 Assessed Valuation	
Land	$7830000
Improvements	$5751000
Total	$13581000

Property Data ⌃

Tax Maps 0 ⌄

Attachments 14 ⌄

Property Management ⌃

Property Claims 1 ⌃

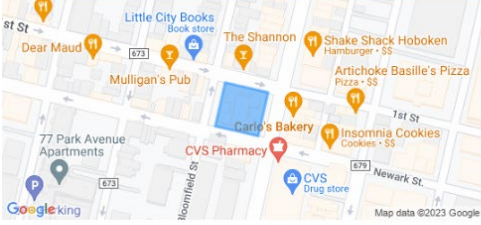| Active	User Name	User Email	Role Type	Extended Access
✓	Vanessa Falco	vfalco@hobokennj.gov	Landlord	

Go to property management ⧉

Update Claim Access

Under "Property Claims", you will have the option to grant edit rights to another person. To do so, click "Update Access" and enter their email address.

Add a Building

If your property has multiple buildings within one address, you can add and edit building details here. Scroll down to "Property Buildings", click on the green "Add a Building" link, and fill out the required information.

Edit Building Details

Within your building's section, at the bottom, you can click on the green "Edit Building Details" link to update its information. After entering details, click "Save changes" in the bottom, right corner of the pop-up window. This button must be pressed to submit changes. You can click "Cancel" or the "X" in the top, right corner to leave the menu without making changes.

Building/Rental Registration ✕

■ Building Information
👥 Property Owners
🔧 Maintenance Employee*

Building Information

Block*
199

Lot*
1

Location Address*
94 WASHINGTON ST

Street #*
94

Street Name*
WASHINGTON ST

Story Count*
0

Notes
Is this property owner occupied : NO , Please add best email to receive communications: vfalco@hobokennj.gov

☐ Is Owner Occupied
☐ Includes a Basement
☐ Basement is Rented

Required* information must be added before you are able to save changes.   Cancel   Save Changes   Delete Building

Add a Unit

Within your building's section, to the right of "Building Units", you will find the green "Add a Unit" link. Here you can provide information about a specific unit. Enter base rent and surcharges in the Rental Information tab. Continue to add units until all the properties units are entered. Some of the information (such as location information) may be auto filled. After entering information, click "Save changes" in the bottom, right corner of the pop-up window. This button must be pressed to submit changes. You can click "Cancel" or the "X" in the top, right corner to leave the menu without making changes.

Add Tenant Names & Information

Within your building's section, within Tenant Leases, you will find the green "Add a Lease" link. Here you can provide Lease Start and Renewal Dates. Once you update this information, you can "Add a Lease Tenant". This will allow you to enter the name and information about the tenant residing in that specific unit You can click "Cancel" or the "X" in the top, right corner to leave the menu without making changes. If you have 10 or more units, use Bulk Upload

Bulk Upload

Still in your building's section, you will find "Bulk Upload" next to "Add a Unit". Clicking on the green link will provide you with instructions to upload units. This option is for buildings with 10 or more units. You will need to download a csv template and upload it again with your changes. After entering information, click "Save changes" in the bottom, right corner of the pop-up window. This button must be pressed to submit the information.

To Change Your Property Claim Role

From the "My Account" page, click on "Properties".
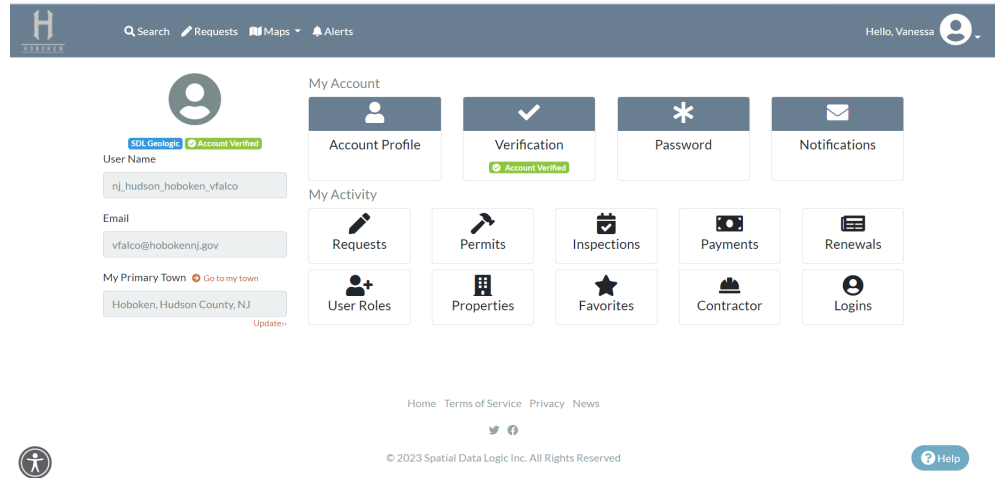
Update Property Claim

Now, click on "Update Claim" on the far right of the property you want to change.

Remove the Existing Property Claim

Scroll down to the first box and select "Remove an existing property claim." In the next drop-down, select the property claim to remove. Then click "Submit Request" at the bottom of the page.

⚒ Include your property claim application details

✎ What action do you need to take?
- ○ Apply for a new property claim.
- ○ Renew my existing property claim.
- ● Remove an existing property claim..

ⓘ An existing claim is associated with your account.

Existing Property Claims*

[   ] ⊙

Required

💬 Add any additional comments or notes

Your comments or notes

[   ]

⚑ Confirm your information and submit your request

Re-Claim Your Property with the New Role

Now, claim your property again. If needed, return to the steps starting on slide 8. Please be sure to reference the information below when determining your property claim role to ensure you have the necessary permissions.

OWNER can view property information and details

AGENT can view property information

LANDLORD can view property information, details, edit, and add property information

You will be required to submit a copy of your property taxes. For access, City of Hoboken Tax Information

Thank You for Registering Your Property!

For questions regarding SDL, please email SDLRC@hobokennj.gov

For questions related to Rent Control, please email rentcontrol@hobokennj.gov