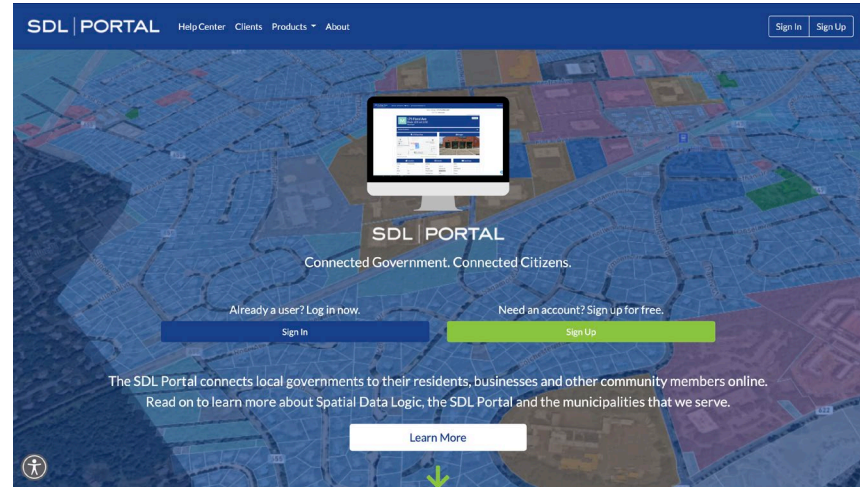




SDL Portal Instructions

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.

SDL | PORTAL Help Center Sign In Sign Up

Create Portal Account

User Name and Passwords

- Must be between 8 and 50 characters
- Must start with a letter or number
- Can contain "!", "@", or "."

Primary Town

- Will be your home town page when you log in
- Can be changed at any time on your account page
- To select, type in the town name or the first few letters and click on Find

Email*

Email

Valid email required.

User Name*

User Name

Required

Password*

Password

Required

First Name*

First Name

Required

Last Name*

Last Name

Required

Primary Town*

Select a Town Find

Required

I'm not a robot

RECAPTCHA Privacy Terms

You will need to complete the verification step to create an account.

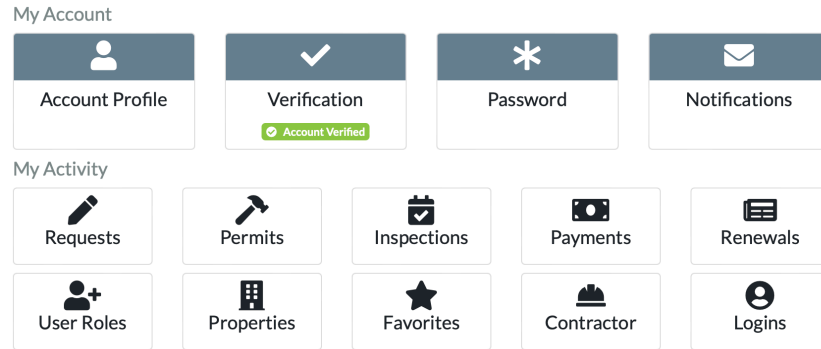
Always have an account? Sign In here

SDL | PORTAL

Help

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.

The image shows two screenshots of the Hoboken City Online Requests portal. The top screenshot displays the 'My Requests' page, which includes a header with navigation links (Search, Requests, Maps, Alerts) and a user profile (Hello, Laura). Below the header, there's a 'Main Menu' section with 'My Requests' selected. A table shows 'Submitted' and 'Drafts' requests. A message states: 'Saved drafts are available for select online request types. You are allowed up to 100 saved drafts at any time.' Below this, a table lists requests with columns for Name, Town, and Last Updated. A message indicates 'You don't have any saved drafts' with a 'Start a New Request' button. The bottom screenshot shows the 'Start a New Request' page, which includes a header with navigation links and a user profile. Below the header, there's a 'Hoboken City | Online Requests' section with a disclaimer: 'The request types displayed below are available online for Hoboken City. You may need an active and/or verified account to access some requests.' The page is divided into two main sections: 'Code Enforcement Department' and 'Engineering Department'. The 'Code Enforcement Department' section includes three options: 'Property Registration' (Register a property as vacant, abandoned or other), 'Responsible Agent Registration' (Register your account as a responsible agent), and 'Property Claim' (Claim a property with your account for the ability to manage property features, buildings and rental information). The 'Engineering Department' section includes one option: 'Road Opening' (Apply for a permit for a temporary road opening). Each option has a corresponding 'Apply' button.

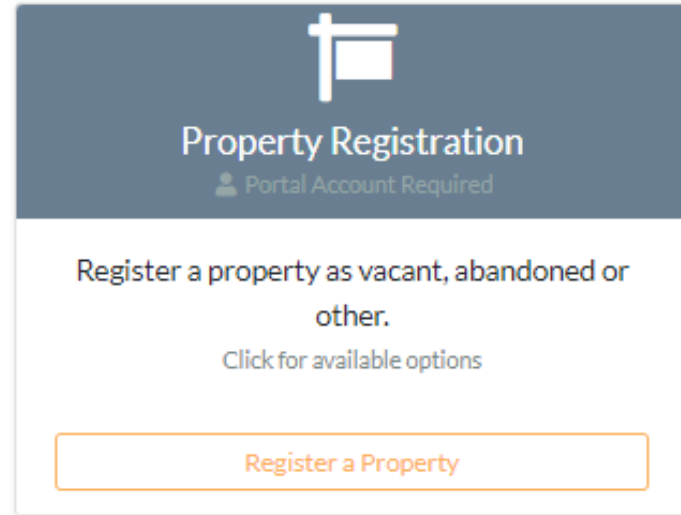
Claiming a Property

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

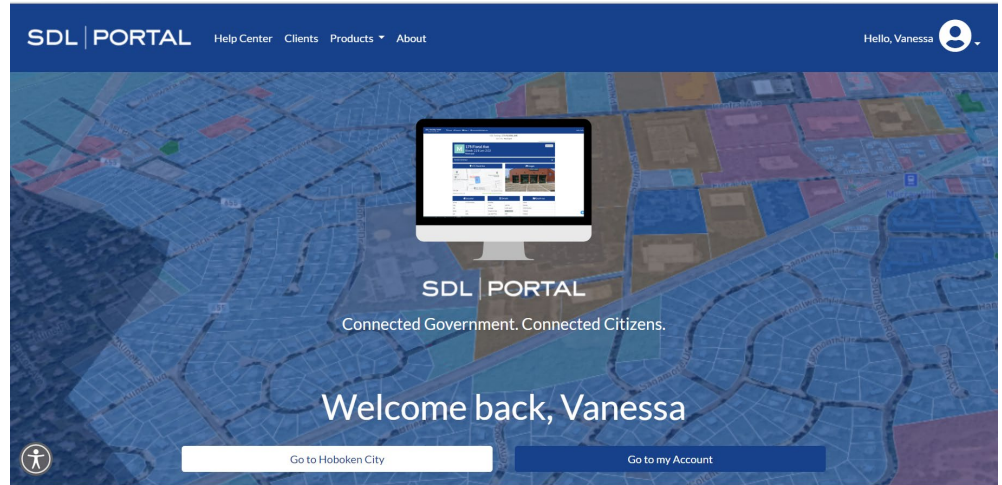
From the same screen, “Requests” click on “Register a Property” in orange. Here you will enter all the general property & owner/landlord information . You will be prompted to add tenant information to a form before submitted a required \$50 registration fee. There are additional fees for units. They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



The screenshot shows a web interface for property registration. At the top, there is a dark blue header with a white icon of a building with a flag. Below the icon, the text "Property Registration" is displayed in white, followed by "Portal Account Required" in a smaller font. The main content area is white and contains the text "Register a property as vacant, abandoned or other." in blue. Below this text is a link "Click for available options" in blue. At the bottom, there is a large orange button with the text "Register a Property" in white.

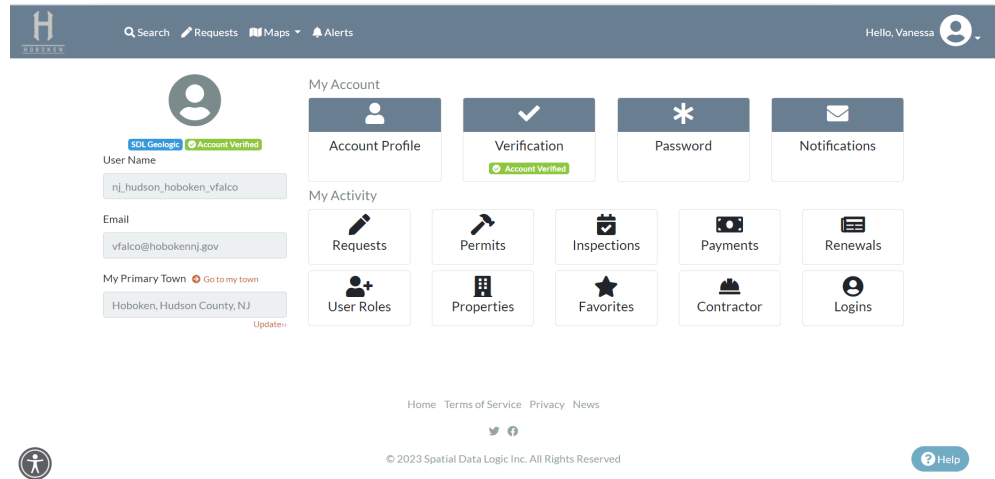
Welcome Back Page

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

 [Search](#) [Requests](#) [Maps](#) [Alerts](#)

Hello, Vanessa 

[< Main Menu](#)

My Properties

Property claims may require you to first register your account as a responsible agent with the town. Once a property is claimed, you may have access any advanced features a town allows online.

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	

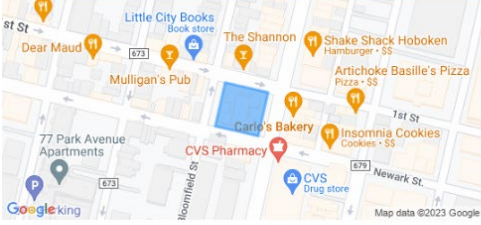
Go to property management

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.

94 Washington St
Block: 199 Lot: 1

94 Washington St



Block:199 Lot: 1

Location

Street	94 Washington St
City	
Zip	
Block	199
Lot	1
Qualifier	

Property Claims 1

Active	User Name	User Email	Role Type	Extended Access
✓	Vanessa Falco	vfalco@hobokennj.gov	Landlord	<button>Update Access</button>

Property Buildings 2

[+ Add a Building](#)

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.

Property Buildings 2 ? [+ Add a Building](#)

Building 1 ?

Location Address	Block	Lot	Qualifier	Street #	Street Name	Story Count
94 WASHINGTON S	199	1		94	WASHINGTON ST	0

☒ Is Owner Occupied Notes Is this property owner occupied : NO, + ☒ Includes a Basement ☒ Basement is Rented

Maintenance Employee Name	Email	Maintenance Employee Address	City	State	Zip Code

Telephone

Property Owners 0 ?

Owner First Name	Owner Last Name	Email	Owner Address	Address 2	City	State	Zip Code	Day Phone	Mobile
There are no property owners available for this building.									

Building Units 0 ? [+ Add a Unit](#) [Bulk Upload](#)

Unit #	Owner	Single Family Residential	Floor	Occupancy	Bedroom Count	Is a Rental	Commercial Rental	Rent Controlled	Rent Base	Surcharges	Rent Total	Unit Rooms	Unit Leases	Unit Rent Updates
There are no available units for this building.														

[Edit Building Details](#)

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.

The screenshot shows a 'Unit Information' pop-up window with a close button (X) in the top right corner. On the left is a sidebar with three tabs: 'Unit Details*' (selected), 'Rental Information*', and 'Rooms'. Below these is a 'Tenant Leases' section. The main area is titled 'Unit Details' and contains several form fields. At the top, there are three checkboxes: 'Vacant' (checked), 'Owner Occupied', and 'Single Family Residential'. Below these are two input fields: 'Unit #' and 'Floor*'. The 'Unit #' field has a red border and a red error message 'Required'. The 'Floor*' field has a red border and a red error message 'Must be greater than 0.'. Below these are two more input fields: 'Occupancy*' and 'Bedroom Count*'. The 'Occupancy*' field has a red border and a red error message 'Must be greater than 0.'. The 'Bedroom Count*' field has a red border and a red error message 'Must be greater than 0.'. To the right of the 'Bedroom Count*' field is a 'Bathroom Count*' field with a red border and a red error message 'Please enter a valid amount.'. At the bottom of the window, there is a red error message: 'Required* information must be added before you are able to save changes.' To the right of this message are three buttons: 'Cancel', 'Save changes', and 'Delete Unit'.

Unit Information

Unit Details*

Rental Information*

Rooms

Tenant Leases

Unit Details

☐ Vacant ☐ Owner Occupied ☐ Single Family Residential

Unit #*

Floor*

Occupancy*

Bedroom Count*

Bathroom Count*

Required

Must be greater than 0.

Must be greater than 0.

Must be greater than 0.

Please enter a valid amount.

Required* information must be added before you are able to save changes.

Cancel Save changes Delete Unit

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.

The screenshot shows a modal window titled "Unit Information" with a close button (X) in the top right corner. On the left is a sidebar with four menu items: "Unit Details*", "Rental Information*", "Rooms", and "Tenant Leases*" (which is highlighted with a dark blue background). The main content area is titled "Unit Leases" and includes a green "+ Add a Lease" link in the top right. Below this is a table with columns: "Lease Expires Date", "Lease Renew Date", "Lease Start Date", "Tenant Count", "Move In Date", "Move Out Date", and "Unit Tenants". The first row of the table contains the values: "Edit", "04/04/2023", "04/03/2022", "2", and empty fields for "Move In Date", "Move Out Date", and "Unit Tenants". Below the table is a section titled "Unit Tenants" with a green "+ Add a Lease Tenant" link. This section contains a table with columns: "Last Name", "First Name", "Mobile", and "Email". Below the table are four input fields for "Last Name*", "First Name*", "Mobile", and "Email". The "Last Name*" and "First Name*" fields have red borders and a red "Required" label below them. The "Mobile" and "Email" fields have light blue borders. At the bottom right of this section are "Cancel" and "Update" buttons. At the very bottom of the modal, there is a red text message: "Required* Information must be added before you are able to save changes." followed by "Cancel", "Save changes", and "Delete Unit" buttons.

Lease Expires Date	Lease Renew Date	Lease Start Date	Tenant Count	Move In Date	Move Out Date	Unit Tenants
Edit	04/04/2023	04/03/2022	2			

Last Name	First Name	Mobile	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Bulk Upload

1. Bulk uploads should only be used to add NEW items. For changes to existing items, click edit on the item directly to make changes

2. Download a template csv file

3. The first row contains the header/field names and should not be removed

4. The second row contains field title/explanation, the type of data and whether it is a required field and should be removed before uploading. NOTE - make sure your row height is expanded so you can see all three lines of help

5. Uploads are restricted to 100 lines at a time.

6. Uploads with incorrect data types or missing required information will be rejected.

7. After a successful upload, please confirm your data and click on Save to complete the process

8. Data Types

- Text - any alphanumeric value ('Main', 101A, '123-4567')
- Number - any whole integer (1, 74, 1000)
- Date - MM/DD/YYYY format (01/01/2019)
- Boolean - Indicate Yes/True by entering a "1", "Yes", "Y". All other values including blank will be marked as No/False
- Value Options - Value must be selected from list provided

Vacant	Owner Occupied	Single Family Residential	Unit #	Floor	Occupancy	Bedroom Count	Bathroom Count	Is a Rental	Commercial Rental	Rent Controlled	Rent Base	Surcharges	Rent Total
--------	----------------	---------------------------	--------	-------	-----------	---------------	----------------	-------------	-------------------	-----------------	-----------	------------	------------

Reset

Download Template

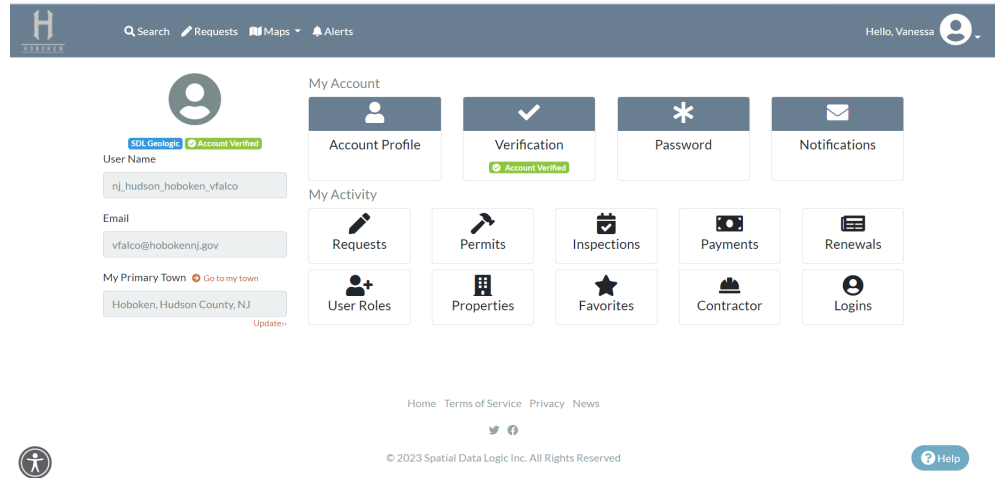
Upload Template

Save changes


Cancel





To Change Your Property Claim Role


From the “My Account”
page, click on
“Properties”.



Update Property Claim



 Search  Requests  Maps ▾  Alerts

Hello, Vanessa 

[< Main Menu](#)

My Properties


Property claims may require you to first register your account as a responsible agent with the town. Once a property is claimed, you may have access any advanced features a town allows online.


Is Active	Claim Type	Town	Address	Extended Access
✓	Landlord	Hoboken City	94 WASHINGTON ST	Update 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