

CITY OF HOBOKEN
DEPARTMENT OF COMMUNITY DEVELOPMENT
RENT LEVELING

CHRISTOPHER BROWN
Director



DIANE NIEVES-CARRERAS
Rent Regulation Officer

2023

Dear Homeowner:

I hope you are doing well. The Rent Leveling & Stabilization Ordinance of the City of Hoboken (Chapter 155) requires all residential property offered for rent (**with the exception of federally funded housing, certain new construction projects and commercial property**) to be registered annually in compliance with Chapter 155.

This year, the Rent Leveling and Stabilization office introduced Spatial Data Logic (SDL), a digital portal to collect all property information and registrations, to help increase efficiencies and digitize operations. To streamline operations, all property owners, landlords, and or responsible agents are **required** to use the SDL Portal to claim and register all properties in the City of Hoboken. Instructions for registration can be found on the Rent Leveling & Stabilization website,
www.hobokennj.gov/departments/rent-leveling-and-stabilization-office

The steps for Property Registration at, www.hobokennj.gov/sdl-portal are below.

1. Create an account
2. Claim your property
3. Register your property
4. Pay Registration Fee in SDL Portal
5. Add and edit property details in Property Management section of your account on the SDL Portal including adding unit information
6. Add unit information in Property Management
7. Receive and pay invoice per required unit fees

If you have not registered your property this year, please create a new account in SDL to become compliant. **All properties with unit(s) offered for rent, whether owner occupied or not, must be registered annually.**

There is no fee for completely owner occupied buildings, “single family dwellings or owner occupied condominium units.” However, to keep accurate records, we respectfully request that you complete the registration process in SDL and indicate that your dwelling is completely owner occupied. If you are the owner of a condominium and lease it to a tenant, you are required to register and pay the required fees.

Diane Nieves-Carreras, Rent Regulation Officer
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In February 2023, the City Council amended the Rent Control Ordinance, Chapter 155. Important changes that pertain to property owners are below.

- Beginning in 2024, all properties will be required to be registered during the property registration period of January 1st to June 30th.
- Failure to file an annual property registration will require the property owner to pay double the annual registration fee and may result in the denial of the imposition of a CPI increase.
- The permissible CPI increase at the expiration or termination of a lease can not be higher than 5%, per the cap established by the ordinance.
- In the event a legal rent calculation conducted by the Rent Regulation Officer would result in a legal rent that is **greater** than the rent currently charged to a tenant, a landlord is **not** permitted, under any circumstances, to charge a tenant rent at a level determined by said legal rent calculation, and the legal rent for the unit **shall be adjusted to be set at the actual rent charged.**
- Newly adopted processing fees for services are as follows:
 1. \$50 per property for all registrations
 2. \$10 per unit additional for properties with 9 or less units
 3. \$15 per unit additional for properties with 10 or more units
 4. \$30 Landlord's Request for Update
 5. \$30 Legal Rent Calculation Request
 6. \$50 Vacancy Decontrol
 7. \$100 Application for Capital Improvement Surcharge

As we integrate new technology within the Rent Leveling & Stabilization Office, we appreciate your patience and time. We are confident this implementation will increase convenience and efficiency. If you require technical assistance with SDL, please contact our office as we would be glad to assist you. Thank you for your cooperation and if you have any questions or need assistance, feel free to contact this office at (201) 420-2000 Ext. 5201, rentcontrol@hobokennj.gov.

Thank you,

Diane Nieves Carreras

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