

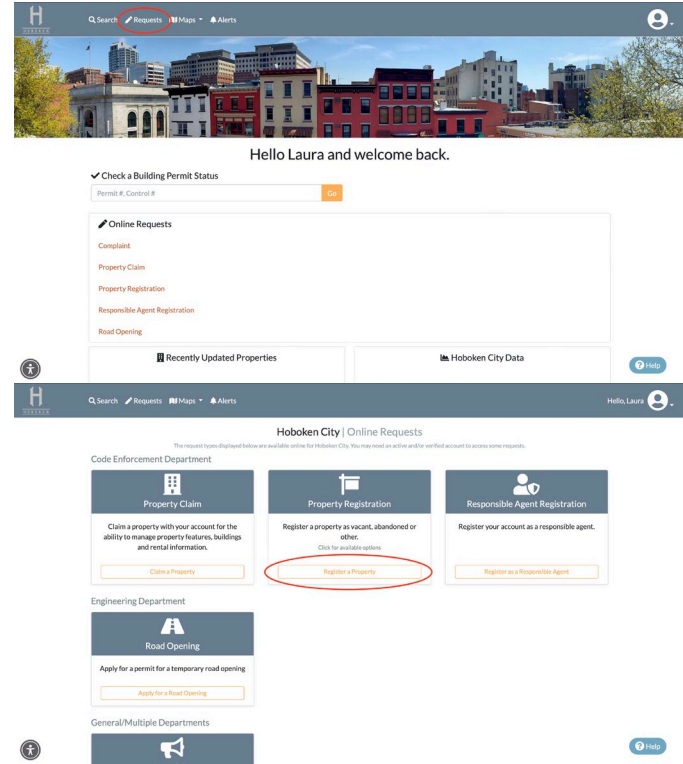


# SDL Portal Instructions

# Renewing an Existing Registration

Follow these steps **only** if you registered your property in the SDL Portal in 2023.

From any screen, click on “Requests” in the top, left to bring you to the Online Requests page. From there, click on “Register a Property” under “Property Registration”.



# Renewing an Existing Registration

Select “I am **renewing** an existing registration.” Then fill out your Property Registration Type and search for your existing property registration. If you registered in 2023 in the SDL Portal, your information should populate.

Update registration agent if necessary.

The screenshot shows a web form titled "Choose your property registration options". It contains several sections for user input:

- Is this for a new or existing registration:** Two radio buttons. The first is "Is this for a new or existing registration" (unselected). The second is "I am renewing an existing registration." (selected).
- Select the property registration type:** A dropdown menu labeled "Property Registration Type\*" with "Condominium Property Registration" selected.
- Search for your existing property registration:** A search bar with the placeholder text "Search for the property registration address" and a "Find" button. Below the search bar, there is a "Required" label and a note: "Find the property registration you need to renew by searching with the property location or application number."
- Do you need to update the registration agent:** Two radio buttons. The first is "Do you need to update the registration agent" (unselected). The second is "I need to update the responsible agent." (unselected).
- Add any additional comments or notes:** A checkbox labeled "Add any additional comments or notes" and a text area labeled "Your comments or notes".

# Renewing an Existing Registration

Scrolling down to “Property Registration Documents”, add the Annual Registration Form. This will open a new pop-up window to fill out tenant and rental amounts. By clicking “Add” on the bottom, a new pop-up will open, allowing you to enter the tenant’s name, unit number, base rent, if there is a surcharge and the type, current rent charged, lease expiration date, and if there is a lead safe certificate. This information is **required** to complete the Property Registration.

When complete, click “Save” and enter remaining tenants’ information.

Click “Submit Form” at the bottom when complete.

The image displays the Hoboken City 2024 Rent Leveling & Stabilization Annual Unit Registration Form and its 'Edit' pop-up window.

**Top Panel:** A header bar contains the text "Property Registration Documents". Below it, a section titled "Your documents" shows the "Annual Unit Registration Form" with a "Submit" button and a description: "Please complete the form with all of the unit and tenant information". An "Add Form" button is also present.

**Main Form:** The form is titled "2024 RENT LEVELING & STABILIZATION ANNUAL UNIT REGISTRATION FORM". It includes a disclaimer: "IMPORTANT: THE FILING OF THE RENT REGISTRATION FORM DOES NOT CONSTITUTE A DETERMINATION BY THE RENT LEVELING OFFICE AS TO THE LEGALITY OF THE RENT SET FORTH IN THIS STATEMENT." The form is divided into sections for "Property Owner" (First Name, Last Name, Email) and "Property Address". A note states: "Use the Property Location Search to populate the property information. Confirm the information prior to submitting." Below this, a section for "Property Location" includes a search bar and a "Search" button. A note at the bottom says: "If you are registering an LLC please include the name of the LLC owner in the property field indicated below."

**Edit Pop-up Window:** This window is titled "Edit" and contains the following fields: "Tenant's Name", "Unit #", "Base Rent" (with a minus sign, a value of 0, and a plus sign), a checkbox for "Surcharge", "Type of Surcharge (Water/Sewer, Tax, Capital Improvement, Hardship)", "Current Rent Charged", "Lease Expiration Date" (with a calendar icon showing 03/02/2024), and a checkbox for "Lead Safe Certified?". At the bottom are "Save" and "Close" buttons.

# Registration and Unit Fees

You will be connected to a third-party vendor to submit the Annual Registration Fee.

## **Annual Registration Fee: \$50**

All multi-dwelling units are required to pay unit fees:

### **Unit Fees:**

- For 1-9 Units: \$10 per unit
- For 10+ Units: \$15 per unit

You will receive a payment request via SDL to submit the unit fees if registering a multi-dwelling.

# Thank You for Registering Your Property!

For questions regarding SDL, please email [SDLRC@hobokennj.gov](mailto:SDLRC@hobokennj.gov)

For questions related to Rent Control, please email [rentcontrol@hobokennj.gov](mailto:rentcontrol@hobokennj.gov)