



**RENT CONTROL BOARD  
OF THE TOWN OF WEST NEW YORK, N.J.  
428-60<sup>TH</sup> STREET  
WEST NEW YORK, N.J. 07093-2231  
(201) 295-5290/91/92**

FELIX E. ROQUE, MD  
MAYOR  
DEPT. OF PUBLIC AFFAIRS

**HARDSHIP APPLICATION**

1) DATE SUBMITTED: \_\_\_\_\_ 2) DATE COMPLETED: \_\_\_\_\_  
OFFICE USE ONLY

3) NAME OF LANDLORD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

4) IF CORPORATE LANDLORD.

NAME OF OFFICER PREPARING THIS APPLICATION : \_\_\_\_\_

TITLE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

5) IF ATTORNEY PREPARING THIS APPLICATION :

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

6) ADDRESS OF BUILDING : \_\_\_\_\_

7) NUMBER OF RENTAL UNITS : RESIDENTIAL \_\_\_\_\_

COMMERCIAL \_\_\_\_\_

TOTAL \_\_\_\_\_

8) NUMBER OF ROOMS : RESIDENTIAL \_\_\_\_\_

COMMERCIAL \_\_\_\_\_

TOTAL \_\_\_\_\_

9) STATE IN SUMMARY FORM THE BASIS UPON WHICH YOU CLAIM A RIGHT TO A HARDSHIP  
INCREASE :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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10) MONTHLY RENT ROLL : \_\_\_\_\_

11) AMOUNT OF TOTAL INCREASE REQUESTED \_\_\_\_\_

12) DATE OF PURCHASE \_\_\_\_\_

13) PURCHASE PRICE \_\_\_\_\_ ( ATTACH COPY OF DEED AND MORTGAGES ).

14) INITIAL EQUITY INVESTMENT ( DOWN PAYMENT ) \_\_\_\_\_

15) FINANCING WHICH PRESENTLY ENCUMBERS THER PROPERTY :

A) PURCHASE MONEY FINANCING :

1) NAME AND ADDRESS OF MORTGAGE :

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2) NAME AND ADDRESS OF MORTGAGE :

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3) NAME AND ADDRESS OF MORTGAGE :

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a) DATE OF MORTGAGE\_\_\_\_\_

b) TERMS:

\$\_\_\_\_\_@\_\_\_\_\_ % FOR \_\_\_\_\_ YEARS.

1) TOTAL AMORTIZATION OF MORTGAGE/S TO DATE OF THIS APPLICATION.  
( ATTACH SCHEDULE )

2) TOTAL INTEREST TO DATE.                      3) AMORTIZATION SCHEDULE.

4) BALANCE

16) OTHER FINANCING :

NAME\_\_\_\_\_

NAME\_\_\_\_\_

ADDRESS\_\_\_\_\_

ADDRESS\_\_\_\_\_

DATE OF MORTGAGE\_\_\_\_\_

DATE OF MORTGAGE\_\_\_\_\_

TERMS:

TERMS:

\$\_\_\_\_\_@\_\_\_\_\_ %FOR \_\_\_\_\_ YEARS

\$\_\_\_\_\_@\_\_\_\_\_ %FOR \_\_\_\_\_ YEARS

a) TOTAL AMORTIZATION OF MORTGAGE/S TO DATE OF THIS APPLICATION.  
( ATTACH SCHEDULE )

b) TOTAL INTEREST TO DATE.                      c) AMORTIZATION SCHEDULE.

d) BALANCE

17) BASIS OF DEPRECIATION\_\_\_\_\_

18) METHOD OF DEPRECIATION\_\_\_\_\_

19) USEFUL LIFE EXPECTANCY\_\_\_\_\_

20) ASSESSED EVALUTION: LAND\_\_\_\_\_ BUILDING\_\_\_\_\_

ATTACH ANY AND ALL APPRAISALS PREPARED FOR TAX APPEAL OR OTHER PURPOSE.

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- 21 ) ATTACH CERTIFICATION OF SUBSTANTIAL COMPLIANCE FROM CONSTRUCTION OFFICIAL BASED ON APPLICATION MADE BY LANDLORD NOT MORE THAN ONE (1) MONTH BEFORE FILING OF COMPLAINT WITH RENT CONTROL BOARD.
- 22 ) NAME AND APARTMENT NUMBERS OF ALL TENANTS TO BE EFFECTED BY PROPOSED INCREASE.
- 23 ) STATE IN CHRONOLOGICAL ORDER ALL PRIOR APPLICATION FOR THE PAST THREE (3) YEARS TO THE RENT CONTROL BOARD, FOR ALL INCREASES OR SURCHARGES GIVING DATE AND RESULT.

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- 24 ) STATE WHETHER FOR A PERIOD OF ONE (1) YEAR PRIOR TO THIS APPLICATION ANY NOTICE OF VIOLATION THAT HAS BEEN ISSUED TO APPLICANT FOR VIOLATIONS OF HOTEL AND MULTIPLE DWELLINGS ACT (N.J.S.A.55:13A-1 et seq) WNY PROPERTY MAINTENANCE CODE OR BOARD OF HEALTH.

IF YOUR ANSWER IS IN THE AFFIRMATIVE STATE:

- a) DATE \_\_\_\_\_
- b) NATURE OF VIOLATION \_\_\_\_\_  
\_\_\_\_\_
- c) DESCRIPTION OF MEASURES TAKEN TO CORRECT \_\_\_\_\_  
\_\_\_\_\_
- d) DATE OF CORRECTION \_\_\_\_\_  
\_\_\_\_\_
- e) ATTACH A COPY OF NOTICE OF COMPLIANCE FROM APPROPRIATE AGENCY.

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THE FOLLOWING INFORMATION MUST BE SUBMITTED FOR THE LAST THREE (3) YEARS.

- 25 ) 1) MONTHLY RENT ROLL. ( IF INCOME IS RECEIVED FOR GARAGE, PARKING, SWIMMING POOL, LAUNDRY SERVICES OR OTHER FEES, PROVIDE SEPARATE OPERATING STATEMENTS FOR EACH AND ANY SURCHARGES. )

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- 2) VACANCY EXPERIENCE IN PERCENTAGE : \_\_\_\_\_

GROSS INCOME FOR RENTALS: \$ \_\_\_\_\_

ALL OTHER INCOME FOR ( WASHING MACHINES ) \$ \_\_\_\_\_

( GARAGES ) \$ \_\_\_\_\_

( COMMERCIAL ) \$ \_\_\_\_\_

ANNUAL OPERATING EXPENSES:

BUILDING SERVICES PERSONNEL \$ \_\_\_\_\_

ELECTRICITY AND GAS \$ \_\_\_\_\_

WATER \$ \_\_\_\_\_

MAINTENANCE \$ \_\_\_\_\_

REPAIRS \$ \_\_\_\_\_

ADMINISTRATION AND MANAGEMENT \$ \_\_\_\_\_

PROPERTY TAXES \$ \_\_\_\_\_

OTHER INSURANCE \$ \_\_\_\_\_

LEGAL PROFESSIONAL \$ \_\_\_\_\_

TOWN OF WEST NEW YORK \_\_\_\_\_

TOTAL ANNUAL OPERATING EXPENSES \$ \_\_\_\_\_

OTHER OPERATING INCOME \$ \_\_\_\_\_

FINANCING EXPENSES:

1<sup>ST</sup> MORTGAGE INTEREST FOR YEAR IN QUESTION \$ \_\_\_\_\_

1<sup>ST</sup> MORTGAGE AMORTIZATION FOR YEAR IN QUESTION \$ \_\_\_\_\_

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2<sup>nd</sup> MORTGAGE INTEREST FOR YEAR IN QUESTION \$ \_\_\_\_\_

2<sup>nd</sup> MORTGAGE AMORTIZATION FOR YEAR IN QUESTION \$ \_\_\_\_\_

OTHER \_\_\_\_\_ \$ \_\_\_\_\_

NET INCOME: \$ \_\_\_\_\_

TOTAL AMORTIZATION FROM DATE OF PURCHASE TO DATE OF APPLICATION:

\$ \_\_\_\_\_

26 ) DETAILED FINANCIAL STATEMENTS OF CONDITION, PROFIT AND LOSS STATEMENTS, CASH FLOW STATEMENTS AND INCOME TAX RETURNS FOR THREE (3) YEARS; RENT ROLLS FOR THREE (3) YEAR PERIOD: TAX APPEALS FOR FIVE YEARS MUST BE INCLUDED.

PROFIT AND LOSS STATEMENTS SHALL INCLUDE IN GROSS INCOME ANY AND ALL INCOME DIRECT AND INDIRECT; EXPENSES FOR GROSS INCOME TO BE ACTUAL, DOCUMENTED, REASONABLE, USUAL AND NECESSARY.

27 ) COPIES OF BILLS, INVOICES AND OR OTHER EVIDENCE AS PROOF OF PAYMENT OF OPERATING EXPENSES AND CANCELLED CHECKS.

NOTE: FAILURE ON PART OF LANDLORD TO PROVIDE ANY OF THIS INFORMATION WILL RESULT IN A DELAY IN HANDLING THE APPLICATION.

I HEREBY CERTIFY THE STATEMENTS CONTAINED IN THIS APPLICATION ARE TRUE TO THE BEST OF MY KNOWLEDGE AND I UNDERSTAND THAT IF SAID STATEMENTS ARE WILLFULLY FALSE I AM SUBJECT TO PUNISHMENT AND PENALTY UNDER THE WEST NEW YORK RENT CONTROL ORDINANCE.

PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

I HEREBY CERTIFY THAT NOTICE OF THIS APPLICATION HAS BEEN SERVED ON ALL TENANTS BY CERTIFIED MAIL, RETURN RECEIPT REQUESTED, OR OTHER FORM OF RECEIPTED DELIVERY.

FOR OFFICIAL USE ONLY:  
DATE RECEIVED \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

FILING FEE \_\_\_\_\_

RECEIVED BY \_\_\_\_\_