



**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

Marielka Diaz  
Commissioner  
DEPT. OF PUBLIC AFFAIRS

APPLICATION FOR CONVERSION FROM CENTRAL HEAT AND/OR HOT WATER TO INDIVIDUAL UNITS. (Pursuant to Chapter 312-10A (1)).

1. DATE SUBMITTED: \_\_\_\_\_ 2. DATE COMPLETED: \_\_\_\_\_  
(OFFICE USE ONLY)
3. NAME OF LANDLORD: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
PHONE NUMBER: \_\_\_\_ (     ) \_\_\_\_\_
4. NAME & ADDRESS OF PREPARER:  
\_\_\_\_\_  
\_\_\_\_\_
5. LOCATION OF PROPERTY: \_\_\_\_\_
6. NUMBER OF UNITS:        RESIDENTIAL: \_\_\_\_\_        COMMERCIAL: \_\_\_\_\_
7. TOTAL NUMBER OF ROOMS:  
   RESIDENTIAL: \_\_\_\_\_        COMMERCIAL: \_\_\_\_\_
8. WILL ALL ROOMS HAVE HEATING UNITS?        IF NOT, PLEASE EXPLAIN:  
\_\_\_\_\_  
\_\_\_\_\_
9. ACTUAL EXPENSE FOR FUEL OR GAS FOR HEAT AND/OR HOT WATER FOR THE PAST TWO YEARS.  
\_\_\_\_\_  
\_\_\_\_\_
10. ATTACH DETAILED PROPOSAL: COPIES OF NOTIFICATION OF PROPOSED WORK TO TENANTS:        AND COST ESTIMATED FROM P.S.E.& G. AND INSTALLER.  
PROPOSAL: \_\_\_\_\_ YES \_\_\_\_\_ NO        COPIES OF NOTICE: \_\_\_\_\_ YES \_\_\_\_\_ NO  
COST ESTIMATES: P.S.E.& G.        \_\_\_\_\_ YES        \_\_\_\_\_ NO  
INSTALLER: \_\_\_\_\_ YES        \_\_\_\_\_ NO

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11. STARTING DATE OF WORK: \_\_\_\_\_ COMPLETION DATE: \_\_\_\_\_

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12. LIST ALL INCREASES GIVEN TO TENANTS OVER THE PAST 18 MONTHS, INCLUDING DATE, TYPE OF INCREASE AND PERCENT (%).

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13. ATTACH LIST OF TENANTS AND APARTMENT NUMBERS, OR CURRENT REGISTRATION.

NOTE: FAILURE TO PROVIDE ANY OF THE INFORMATION REQUESTED WILL RESULT IN THE DELAY OF THE PROCESSING OF THIS APPLICATION.

I, HEREBY CERTIFY THAT 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.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_