

RENT CONTROL BOARD  
TOWN OF WEST NEW YORK  
MUNICIPAL BUILDING  
428-60TH STREET ROOM 14  
WEST NEW YORK, NJ 07093

PRELIMINARY APPLICATION FOR CAPITAL IMPROVEMENT

1. Date Submitted: \_\_\_\_\_ 2. Date Completed: \_\_\_\_\_

Office Use Only

3. Name of Landlord \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

4. If Corporate Landlord:

Name of Officer preparing this application \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_

5. If Attorney preparing this application:

Name \_\_\_\_\_

Address .....

Telephone Number .....

6. Address of Building .....

7. Number of Rental Units: Residential .....

Commercial .....

Total .....

8. Number of Rooms: Residential .....

Commercial .....

Total .....

9. Amount of Total Increase Requested: \$ .....

10. Amount of Money allocated to repairs and maintenance in the last 12 months  
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11. Net Income before Depreciation and Debt Service in the last 12 months.  
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12. Attach detailed contract or proposal that is to be made as to each improvement.

13. Describe all work performed and area of building to be affected in detail. State specifically what improvements are to be made in individual apartments (include apt. number) or to common areas, exterior, etc.

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14. Estimated Date of Construction .....

15. Estimated date of Completion .....

Submit List of Tenants and Apartment numbers and Room numbers

16. Proposed Useful Life of above-listed improvements for purpose of Depreciation.

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17. List of all increases given to Tenants over the past 18 months, including date, type of increase and percentage of increase.

**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 .....

Signature .....

Date .....

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

Signature .....

Date .....

For office use only:

Date received: .....

Filing Fee .....

Received by .....