

**CITY OF HOBOKEN  
DEPARTMENT OF HUMAN SERVICES  
RENT LEVELING**

EMILY JABBOUR  
Mayor



CHRISTOPHER BROWN  
Director

**RENT CONTROL ORDINANCE  
CHAPTER 155  
ARCHIVED REGULATIONS**

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REGULATION 18:54 (A)

- 03-

Whereas a question has arisen concerning the right of a tenant, no longer in residence, to request a calculation of legal rent as set forth in paragraph -01- above, and Whereas the rent control ordinance was enacted, as set forth in the preamble, to protect current tenants during the housing shortage and there being no provision within the plain language of the ordinance giving tenants, no longer in residence, the right to request a calculation therefore;

Be it resolved that the Rent Board Administrator and the Rent Leveling and Stabilization Board shall not hear, consider or adjudicate applications from tenants, no longer in residence, for a calculation of legal rent.

Adopted March 28<sup>th</sup> 2001

*Deleted 7/1/03 by Court order*

15526

**Regulation 18:55 (I)-01**

With respect to any application filed for a Capital Improvement Surcharge, or a Hardship Increase, the landlord shall file with the Rent Board Administrator, ten (10) copies of the completed application, along with ten (10) copies of any and all underlying documentation submitted in support of said application. The application shall be submitted in a form and manner approved by the Rent Board Administrator, and shall ensure that the application is submitted in a manner to the Board, which enables the Board to quickly and efficiently locate the underlying data submitted in support of the application. This regulation shall take effect thirty days from the date of adoption.

Regulation 18:55(I)

03- The Rent Board Administrator's notice of determination shall indicate therein that they have ten (10) days from the date of the notice to request a rehearing and indicate in their application for rehearing, the basis for the application and specify what information they want to submit to the Rent Board Administrator, that was not considered in her original determination. Such request for rehearing shall be on notice to the other party.

04- Any appeal from the determination of the Rent Leveling Officer on a legal rent calculation to the Board, shall include an original and nine (9) copies of the following:

(1) all documents submitted to the Rent Regulation Officer;

(2) a statement of reasons as to the basis for their appeal;

(3) a copy of the transcript of any hearing before the Rent Regulation Officer;

(4) Copies of Rent Regulation Officer's determination;

(5) A copy of this Notice of Appeal and all underlying documentation shall shall be sent to the other party(s) by the appealing party;

AND;

Any other documentation which appellant will rely on at the hearing;

AND;

Appellant has thirty (30) days from the date of the Request for Appeal to comply or Appeal will be dismissed for lack of prosecution.

Approved 3/21/90 by the Board

Revised 9/27/97 by the Board

Whereas the Hoboken Rent Leveling & Stabilization Board is permitted under Chapter 155 of the Hoboken code to issue regulations from time to time, and

Whereas Regulation 18:55-I-04 provides that any appeal from the determination of the Rent Leveling Officer on a legal rent calculation to the Board shall include an original and nine copies of various documents, and

Whereas, for administrative reasons and for efficiency of process the Hoboken Rent Leveling & Stabilization Board wishes to impose filing requirements on both petitioners and respondents;

Now Therefore the Board does resolve to amend the regulations and further provide as follows:

**Supplementing Regulation 18:55(I)-#05**

- (1) Petitioners and respondents filing papers or presenting papers or exhibits or documents to the Hoboken Rent Leveling & stabilization board are required to provide at least nine (9) copies, which shall be duly marked and presented to the Administrator for distribution to the members of the board. At least one copy shall also be presented or served on **each adversary or their counsel.**
- (2) The Chairman, subject to the right to appeal to the Board, shall decide whether or not to accept or mark exhibits into evidence.
- (3) Written hearing briefs stating points of authority and making factual assertions, if any, shall be filed with the Administrator with a copy sent to the Board attorney, at least one week prior to the hearing date.
- (4) Those making filings shall inquire to the administrator as to the preference of the administrator and the board attorney in receiving hard copy or electronic filings, or both; current board attorney prefers to receive electronic filings, sent when requested by e-mail in a portable document format (.PDF file), Microsoft word or word perfect compatible document to the specified address.

Approved by Board 6/14/06

Submitted to City Clerk 6/19/06

**Regulation 18:61 (E)**

**Vacancy Decontrol as to Multiple Tenants;  
Original Tenant Designation**

- 01- For purposes of establishing a vacancy decontrol for an apartment unit in accordance with Section 18:61 of the Rent Leveling and Stabilization ordinance, a landlord who rents a residential apartment unit to multiple tenants may designate an original tenant category which shall consist of all the members of the original group of tenants to which the unit is rented.
- 02 - The designation under this regulation shall stipulate that a vacancy will be deemed to have occurred at the time that the last original tenant vacates the apartment unit and that the landlord will be fully entitled at such time to obtain whatever vacancy decontrol relief is available under the Ordinance in the same manner as if the unit had become completely vacant of all tenants. At such time, the tenants then in possession may be designated as original tenants as set forth herein.
- 03 - The designation under this regulation shall be signed by the landlord and the original tenants and a copy thereof shall be filed with the Rent Leveling Office within 30 days of the commencement of the tenancy. In the event that the tenants fail or refuse to sign the designation, the landlord may nevertheless sign and file same along with proof of service on each and all of the tenants in the unit. The designation shall set forth the names of the original tenants and the date of the designation along with a statement that for purposes of vacancy decontrol, a vacancy shall be declared to exist upon the last original tenant vacating the dwelling unit. The date of the vacancy shall be determined by the vacation of the last original tenant. It shall likewise state that the original tenants in possession or occupancy of the unit at the time of the designation.
- 04 - In the event a written agreement exists which substantially contains the information specified above, and which has been entered into prior to the effective date of this regulation, then provided that this agreement is submitted by the landlord to the Rent Leveling Office upon a request for vacancy decontrol, it shall be given the same force and effect as a designation under this regulation even though the written agreement had not been filed within 30 days of the commencement of the tenancy.

Approved and Adopted: April 7, 1988.

**Regulation 18:62**

**Decontrol of Condominium and/or Coop Units**

- 01- In order to address condominium and/or coop ownership of a dwelling unit and for the purpose of establishing the requirements to decontrol these units the following procedure shall be followed by the Rent Control Board:
- 02 - The condominium and/or coop unit must be registered in accordance with 155-30 of the Municipal Ordinance.
- 03 - The dwelling unit must have been personally occupied by the owner of record for a period of not less than one (1) year and then vacated.
- 04 - The unit shall be then decontrolled and exempt from the provisions of this Chapter for the new tenants initial rental.
- 05 - Additional increases beyond the initial rental of the new tenant shall be subject to the provisions of this Chapter.
- 06 - For the purpose of any computation under this chapter the initial rent charged to the new tenant under this section shall be considered the base rent.

Approved and adopted: 1/8/97

*Feb. 2013*

*deleted Reg. 18:62*

*by court order*

*final appeal case  
12/2015*

## **Regulation No. 7**

### **Procedure Regarding Request for Adjournment**

In order to have the prompt and efficient administration of pending matters before the Rent Board and to provide due notice to all parties in interest, the following procedure shall be followed by the Rent Leveling Officer with respect to request for adjournment which have been scheduled for hearing before the Rent Control Board.

1. No request for an adjournment shall be granted unless requested at least 72 hours in advance of the hearing, the party must appear before the Board to request the adjournment and the party requesting the adjournment shall notify the opposing party of their intent to seek this adjournment.

If the request for an adjournment is requested at least 72 hours in advance of the hearing and the party requesting same receives a consent of the opponent to said application to this request, the Rent Board Secretary shall grant the request for the adjournment. In the event the party cannot obtain the consent of the opponent to said request, the party shall appear before the Board to request said adjournment, which request shall be heard at the commencement of the meeting. This procedure shall only apply to applications for adjournments for the first time the matter is listed for hearing before the Rent Board. Any subsequent requests for adjournment shall not be granted by the Rent Leveling Officer unless extreme hardship and/or emergency is demonstrated to the Rent Leveling Officer.

In no event shall the Rent Leveling Officer grant more than three adjournments.

Adopted October 25, 1989



Resolution establishing one or more Regulations  
Hoboken Rent Leveling & Stabilization Board

WHEREAS the Hoboken Rent Leveling & Stabilization Board is permitted under Chapter 155 of the Hoboken code to issue regulations from time to time, and

WHEREAS the Hoboken Rent Leveling & Stabilization Board recently found itself in need of being able to respond to the Superior Court of the State of New Jersey between meetings, and

WHEREAS there are other reasons why the Board from time to time needs to act between meetings, and

WHEREAS the Hoboken Rent Leveling & Stabilization Board wishes to be able to do so consistent with the Open Public Meetings Act and other applicable statutes and regulations, and

WHEREAS § 155-19. Gives the Hoboken Rent Leveling & Stabilization Board all powers necessary and appropriate, including the power to issue and promulgate such rules and regulations as it deems necessary to implement the purposes of this chapter, which rules and regulations shall have the force of law until revised, repealed or amended from time to time by the Board in the exercise of its discretion, provided that such rules are filed with the Municipal Clerk;

NOW THEREFORE the Board resolves to promulgate the following Rules and Regulations, and directs that the administrator file them with the Municipal Clerk.

A. Voting outside of board meetings.

1. (A) The administrator may submit minutes of the board prepared either by (a) the board attorney or (b) the administrator or [c] the secretary to the board if there be one for approval to the Board.

(B) Such minutes shall be sent to the board by e-mail or regular mail or in-hand service after which the board members shall have three working days to respond with corrections. The corrected minutes shall be re-circulated in like manner, and, if directed by the Chair, board members shall then have two working days to vote in favor of the minutes or against them; those voting in the negative shall state the reason therefore. Such minutes shall be deemed adopted if a majority of the board who attended the meeting or listened to it on tape (and so state in their response) that they approve the minutes.

[C] At the next meeting of the Board such action shall be ratified in open session.

2. Any action required or permitted at a meeting of the HOBOKEN RENT LEVELING & STABILIZATION BOARD shall be made by a majority vote of the attending quorum. Any action required to be taken in electronic format shall be accomplished by a majority Board vote. Any vote of the Board shall be considered an act of the Board and duly noted by the Secretary

3. Meetings of the Board shall be conducted according to Robert's Rules of Order, excepting as herein provided in these rules. The attorney to the board shall be its Parliamentarian.

4. Whenever any notice is required to be given to any Board member, a waiver thereof (via mail or electronic means) signed by the Board member entitled to such notice, whether before or after the meeting to which the waiver pertains, shall be deemed equivalent thereto.

5. (i) The Board shall have the power to vote by mail or electronic means ("mail vote") when requested to do so by the (a) Administrator, (b) counsel to the board, [c] Chairman, or Denies each and every allegation contained in paragraphs ) any two members of the board so advising the Administrator in writing.

(ii) The Chairman, the administrator, and the counsel shall have the ability to prepare motions to be sent to the Board by mail without need of a maker of the motion, or a second, and each such person may send such motion to the Board provided that it is sent by first class mail, postage prepaid, to all board members; or e-mail, or by overnight delivery service or same day delivery service or other in-hand delivery, or by facsimile transmission to the telephone number designated by the Board member for such purpose.

(iii) A quorum shall not be required for a vote not made at a regular meeting of the Board, however for vote to be approved, it shall be approved by a majority of the members of the Board, not those who respond.

(iv) No proposal shall be submitted to the Board for mail vote unless (1) the proposal is in writing, (2) the proponents of the motion, if a member of the Board, are identified, and if by the Administrator or the Counsel, it is so stated, and (3) the rationale for the proposal is explained in sufficient detail for the members of the board to understand the nature of the request.

(v) Voting on any such proposal may be done by returning the ballot (1) by United States mail in a postage pre-paid envelope; (2) by overnight delivery service or same-day delivery service or other in-hand delivery, or (3) by facsimile transmission to the Administrator, or (4) by email to the Administrator

(vi) On any mail vote, signatures shall be read cumulatively, and a facsimile signature shall count as an original. A copy of all such ballots shall be retained by the Administrator in accordance with Municipal policy.

(vii) Upon receipt of the vote of the members of the Board the Administrator shall (1) notify the Board that such mail vote has passed; (2) place the nature and contents of the mail vote on the agenda for the next in person meeting of the Board, (3) place a true copy of the Resolution in the minutes of the Hoboken Rent Leveling & Stabilization Board and (4) undertake with dispatch the terms of the Resolution.

6. Notice that a mail vote is taking place shall be provided to the public, and the media, as the Corporation Counsel shall determine from time to time.

7. Meetings of the Hoboken Rent Leveling & Stabilization Board may be conducted by telephone, at the direction of the Chairman or any two members of the Board, upon advance notice to all members of the Board as to the time thereof. Such notice will be given at least twelve (12) hours prior to such telephone meeting (unless such time is reduced with the advance approval of three (3) members of the Board) and may be given by telephone, e-mail, mailgram,

Reg. 18:66

### Filing of Certificate for Decontrolled Units

A landlord of any dwelling subject to the provisions of this chapter may file a certificate pursuant to § 155-33 for any year where the landlord legally owned the dwelling, provided that the dwelling was registered at the time of filing in compliance with § 155-31. Such filing shall be considered timely under Article VII of this chapter and may be utilized in any legal rent determination conducted by the Rent Control Office and the Rent Leveling and Stabilization Board, provided said certificate is filed prior to a request for a legal rent calculation.

A landlord may not file a certificate pursuant to § 155-33 for any year where the landlord was not the legal owner of the dwelling. Any such filing shall be rejected by the Rent Control Office as untimely and may not be utilized in any legal rent determination conducted by the Rent Control Office and the Rent Leveling and Stabilization Board.

Approved by Board 1/10/07  
Submitted to City Clerk 1/25/07

*Deleted 10/24/07  
by Court Order*

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HOBOKEN, NJ 07060

Reg. 18:66

Filing of Certificate for Decontrolled Units

A landlord of any dwelling subject to the provisions of this chapter may file a certificate pursuant to § 155-33 for any year where the landlord legally owned the dwelling, provided that the certificate is filed no later than six (6) years after the tenant vacates the dwelling, and the dwelling was registered at the time of filing in compliance with § 155-31. Such filing shall be considered timely under Article VII of this chapter and may be utilized in any legal rent determination conducted by the Rent Control Office and the Rent Leveling and Stabilization Board, provided said certificate is filed prior to a request for a legal rent calculation.

A landlord may not file a certificate pursuant to § 155-33 for any year where the landlord was not the legal owner of the dwelling. Any such filing shall be rejected by the Rent Control Office as untimely and may not be utilized in any legal rent determination conducted by the Rent Control Office and the Rent Leveling and Stabilization Board.

Approved by the Board 10/24/07  
Submitted to City Clerk 10/26/07

*Deleted 4/23/09*

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CITY OF SEATTLE  
HUMAN RESOURCES DEPT

**RESOLUTION OF THE RENT LEVELING & STABILIZATION BOARD OF  
THE CITY OF HOBOKEN**

**Repeal of Regulation 18:68**

**WHEREAS** Regulation 18:68 pertains to the procedure to be followed by the Rent Leveling and Stabilization Office in connection with requests from property owners for a one-time exemption under Sections 155-16 and 155-17 of the City of Hoboken Code; and

**WHEREAS** Sections 155-16 and 155-17 were amended by Ordinance B-784 on July 9, 2025; and

**WHEREAS** the City Council amended Sections 155-16 and 155-17 by adoption of Ordinance B-784, on July 9, 2025; and

**WHEREAS** Regulation 18:68 no longer applies; and

**WHEREAS**, the City's Ordinance states that "[t]he Rent Leveling Board may consider regulations as it deems necessary to implement the purposes of this chapter" (§155-19-A); and

**NOW THEREFORE**, the Board having given careful consideration to the matter hereby resolves to repeal Regulation 18:68.

Approved by Board: 9/24/2025

Regulation 18:68  
CODIFICATION OF PROCEDURE TO BE FOLLOWED BY THE RENT LEVELING & STABILIZATION  
OFFICE IN CONNECTION WITH REQUESTS FROM PROPERTY OWNERS FOR A ONE TIME  
EXEMPTION UNDER CHAPTER 155-16 & 155-17

**Application for One-Time Exemption under Chapter 155-16 & 155-17.**

For the purpose of clarifying the policy and procedure for permitting the review and possible grant of a one-time exemption request under Chapter 155-16 & 155-17, the following requirements have been established.

The granting of a one-time exemption shall be contingent upon the property owner/landlord applicant meeting all requirements hereafter identified, including the condition that the property be deteriorated beyond solely that there is being done a substantial rehabilitation;

- (1) Applications must be submitted on a form proposed by the Rent Leveling & Stabilization Office and approved by the Board;
- (2) Application fee as set forth in Chapter 155-20 must be paid with the submission of the Application;
- (3) Applicant must provide with the application a certification that;
  - a. the portion of the building as defined and limited under Chapter 155-2 is completely vacant and has been completely vacant for six (6) months or longer;
  - b. if the vacancy as defined above occurred while the applicant was in title to the building it did not occur through unlawful means; if applicant was not in title, then it is the applicant's responsibility to convince the Board that the vacancies did not occur through unlawful means and/or the applicant's receipt of the property was not based on any unlawful means;
  - c. the building is in a deteriorated condition requiring major reconstruction (defined by way of example only and not exclusive, reconstruction of exterior walls, interior walls, floors, roof or other load bearing structures, complete replacement of all mechanical systems)(serviceable buildings in need of substantial repair are not eligible for such exemption);
    - i. Proof of such deteriorated condition requires affirmation from a NJ licensed professional engineer, along with such other proofs as may be required by this Board;
  - d. Details of the what major construction is to be undertaken, including, by way of example, and not a limitation, to exterior walls, interior walls, structural, mechanical, plumbing and electrical;
  - e. Certification and proof that all required permits and approvals were obtained.
- (4) Upon submission of an application deemed complete by the Rent Control Office, including receipt of the applicable fee the Rent Leveling & Stabilization Office shall schedule a hearing.

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HONORABLE J. J. J. J.

- (5) Any building granted a One-Time Exemption that is not registered pursuant to Chapter 155-30 within six (6) months of securing any valid Certificate of Occupancy shall be barred and the grant of exemption repealed.

Approve by the Board 1/25/17

Submitted to City Clerk 1/26/17

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REGULATION 18:68 CODIFICATION OF PROCEDURE TO BE FOLLOWED BY THE RENT LEVELING & STABLIZATION OFFICE IN CONNECTION WITH REQUESTS FROM PROPERTY OWNERS FORA ONE TIME EXEMPTION UNDER CHAPTER 155-16 & 155-17 APPLICATION FOR ONE-TIME EXEMPTION UNDER CHAPTER 155-16 & 155-17. (1/25/2017)

For the purpose of clarifying the policy and procedure for permitting the review and possible grant of a one-time exemption request under Chapter 155-16 & 155-17, the following requirements have been established.

The granting of a one-time exemption shall be contingent upon the property owner/landlord applicant meeting all requirements hereafter identified, including the condition that the property be deteriorated beyond solely that there is being done a substantial rehabilitation;

(1) Applications must be submitted on a form proposed by the Rent Leveling & Stabilization Office and approved by the Board;

(2) Application fee as set forth in Chapter 155-20 must be paid with the submission of the Application;

(3) Applicant must provide with the application a certification that;

a. the portion of the building as defined and limited under Chapter 155-2 is completely vacant and has been completely vacant for six (6) months or longer;

b. if the vacancy as defined above occurred while the applicant was in title to the building it did not occur through unlawful means; if applicant was not in title, then it is the applicant's responsibility to convince the Board that the vacancies did not occur through unlawful means and/or the applicant's receipt of the property was not based on any unlawful means;

c. the building is in a deteriorated condition requiring major reconstruction (defined by way of example only and not exclusive, reconstruction of exterior walls, interior walls, floors, roof or other load bearing structures, complete replaceme;1t of all mechanical systems) (serviceable buildings in need of substantial repair are not eligible for such exemption);

i. Proof of such deteriorated condition requires affirmation from a NJ licensed professional engineer, along with such other proofs as may be required by this Board;

d. Details of the what major construction is to be undertaken, including, by way of example, and not a limitation, to exterior walls, interior walls, structural, mechanical, plumbing and electrical;

e. Certification and proof that all required permits and approvals were obtained.

(4) Upon submission of an application deemed complete by the Rent Control Office, including receipt of the applicable fee the Rent Leveling & Stabilization Office shall schedule a hearing.

(5) Any building granted a One-Time Exemption that is not registered pursuant to Chapter 155-30 within six (6) months of securing any valid Certificate of Occupancy shall be barred and the grant of exemption repealed.