



New Jersey Judiciary
How to File a Residential Landlord Tenant Case

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Note: These materials have been prepared by the New Jersey Administrative Office of the Courts for use by self-represented litigants. The guides, instructions, and **forms** will be periodically updated as necessary to reflect current New Jersey statutes and court rules. The most recent version of the forms will be available at the county courthouse and at njcourts.gov. However, you are ultimately responsible for the content of your court papers.

Completed forms are to be submitted to the special civil part of the Superior Court in the county where you are filing your case. A list of [Superior Court offices](#) is provided at the customer counter and at njcourts.gov.

Appendix XI-X Verified Complaint – Residential Landlord Tenant

Notice: This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number or military status.

Plaintiff or Filing Attorney Information:

Name _____

NJ Attorney ID Number _____

Address _____

Email _____

Telephone Number _____

Superior Court of New Jersey
Law Division, Special Civil Part

_____ County

Docket Number: LT _____

_____,

Name of Plaintiff(s)/Landlord(s),
referred to as "Plaintiff,"

v.

Civil Action

**Verified Complaint
Residential Landlord Tenant**

Name of Defendant(s)/Tenant(s).
referred to as "Tenant."

- Non-payment of Rent
- Other (Required Notices Attached)

Address of Rental Premises: _____.

Tenant's Phone Number: _____

Tenant's Email: _____.

1. The owner of record is (name of owner) _____.

2. Plaintiff is the owner owner's agent owner's assignee owner's grantee
 sublessor.

3. The owner is: an individual(s); sole proprietorship; general partnership
 a professional corporation; limited liability company; or other.

4. The landlord did did not acquire ownership of the property from the tenant(s).

5. The landlord has has not given the tenant(s) an option to purchase the property.

6. The property is is not owner-occupied with two or less rental units.

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- 7. The rental property is is not registered as required by the Landlord Identity Law, N.J.S.A. 46:8-28.
- 8. The tenant was was not given a copy of the registration.
- 9. The property is is not exempt from registration requirement. If exempt, state specific exemption: _____
- 10. The tenant is is not currently in possession of the rental unit without the consent of the landlord.
- 11. There is an oral lease or a written lease. If there is a written lease:
 - a. It has has not been attached.
 - b. The written lease does does not exceed ten pages. The relevant portions of the lease must be attached, and must include:
 - any provisions specifying fees and charges as “additional rent”
 - any provisions outlining landlord’s notice obligations under any rental assistance program.
 - any provisions outlining grounds for eviction under any rental assistance program.
- 12. Check here if the tenancy is subsidized pursuant to either a federal or state program or the rental unit is public housing. Specify type of subsidy: _____
- 13. Required notices have been have not been served on tenant and/or Housing Authority and are are not attached to the complaint.

Non-Payment of Rent

- 14. The base rent for the rental unit is \$_____, payable on the _____ day of each month or week.
- 15. There is due, unpaid and owing from **tenant** base rent as follows:

Note: This does not include rent owed by DCA or other provider.

\$ _____	base rent for _____	(specify the week or month)
\$ _____	base rent for _____	(specify the week or month)
\$ _____	base rent for _____	(specify the week or month)
\$ _____	base rent for _____	(specify the week or month)
\$ _____	base rent for _____	(specify the week or month)
\$ _____	base rent for _____	(specify the week or month)
\$ _____	base rent for _____	(specify the week or month)
\$ _____	base rent for _____	(specify the week or month)
\$ _____	base rent for _____	(specify the week or month)
\$ _____	base rent for _____	(specify the week or month)
\$ _____	base rent for _____	(specify the week or month)
\$ _____	base rent for _____	(specify the week or month)

Total Base Rent Due from Tenant \$ _____

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- 16. The rental unit is located in the municipality of _____ The rental unit is is not subject to a rent control or rent leveling ordinance.
- 17. Late fees, attorneys’ fees, or other charges are are not specified in the written lease as “additional rent.”
- 18. There is due from tenant “additional rent.”

Note: Only late fees, attorneys’ fees and other charges that are specified as “additional rent” in the written lease, and are permitted by applicable federal, state, and local laws may be included below.

\$ _____	late charges for _____	(specify the week or month)
\$ _____	late charges for _____	(specify the week or month)
\$ _____	late charges for _____	(specify the week or month)
\$ _____	late charges for _____	(specify the week or month)
\$ _____	late charges for _____	(specify the week or month)
\$ _____	late charges for _____	(specify the week or month)
\$ _____	late charges for _____	(specify the week or month)
\$ _____	late charges for _____	(specify the week or month)
\$ _____	late charges for _____	(specify the week or month)
\$ _____	late charges for _____	(specify the week or month)
\$ _____	late charges for _____	(specify the week or month)
\$ _____	late charges for _____	(specify the week or month)
\$ _____	Other _____	(specify charge and month)
\$ _____	Other _____	(specify charge and month)
\$ _____	Other _____	(specify charge and month)
\$ _____	Other _____	(specify charge and month)
\$ _____	Other _____	(specify charge and month)
\$ _____	Other _____	(specify charge and month)
\$ _____	Other _____	(specify charge and month)
\$ _____	Other _____	(specify charge and month)
\$ _____	Other _____	(specify charge and month)
\$ _____	Other _____	(specify charge and month)
\$ _____	Other _____	(specify charge and month)

\$ _____ Total Permissible Additional Rent Due.

19. The filing fees paid by the plaintiff for this case are \$ _____

20. **Total Amount Due \$ _____**
(Base Rent, Permissible Additional Rent and Filing Fees)

21. There is is not a written rent ledger for this tenant.

22. If there is a written rent ledger, it is is not attached to the complaint.

23. **The date that the next rent is due is (date) _____.**

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- a. If this case is scheduled for trial before that date, the total amount you must pay to have this complaint dismissed is (Total from line 20) \$ _____.
- b. If this case is scheduled for trial on or after that date, the total amount you must pay to have this complaint dismissed is (Total from line 23(a) plus the amount of the next rent due) \$ _____.

These amounts do not include late fees or attorney fees for Section 8 and public housing tenants. Payment may be made to the landlord or the clerk of the court at any time before the trial date, but on the trial date payment must be made by 4:30 p.m. to get the case dismissed.

Reasons Other Than Non-Payment for Rent (Holdover)

24. Plaintiff seeks eviction for the following reason:

_____ (Select from the list of Holdover Causes of Action on the back of the Landlord Case Information Statement).

Explanation: (Attached additional sheets if necessary.)

Wherefore, plaintiff demands judgment for possession against the tenant.

Dated: _____

(Signature of Filing Attorney or Plaintiff Pro Se)

(Name of Attorney or Plaintiff Pro Se)

Form A

Appendix XI-X Verified Complaint – Residential Landlord Tenant

Landlord Verification

1. I certify that I am the landlord, general partner of the partnership, or authorized officer of a corporation or limited liability company that owns the premises in which tenant(s) reside(s).
2. I have read the verified complaint and the information contained in it is true and based on my personal knowledge.
3. The matter in controversy is not the subject of any other court action or arbitration proceeding now pending or contemplated and no other parties should be joined in this action except (list exceptions or indicate none):
_____.
4. I certify that confidential personal identifiers have been redacted from documents now submitted to the court, and will be redacted from all documents submitted in the future in accordance with *Rule* 1:38-7(b).
5. The foregoing statements made by me are true and I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

At the trial plaintiff will require:

An interpreter Yes No

Indicate language _____

An accommodation for a disability Yes No

Required accommodation _____

Dated: _____

(Signature of Landlord, Partner or Officer)

(Printed Name of Landlord, Partner or Officer)

Form B

NOTICE: This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number, or military status.

Plaintiff or Filing Attorney Information:

Name _____

NJ Attorney ID Number _____

Address _____

Email _____

Telephone Number _____

**Superior Court of New Jersey
Law Division, Special Civil Part
_____ County**

Docket Number: LT - _____
(to be provided by the court)

versus

Plaintiff(s)

**Civil Action
SUMMONS
LANDLORD TENANT**

Defendant (s)

Defendant Information:

Name: _____

Address: _____

Email _____

Phone: _____

- _____ Nonpayment
- _____ Other (Holdover/For Cause)
- _____ Commercial
- _____ Residential

NOTICE TO TENANT: The purpose of the attached complaint is to permanently remove you and your belongings from the premises. If you want the court to hear your side of the case, you must appear in court on this date and time:

_____ at _____ a.m. / p.m., or the court may rule against you. **REPORT TO:**

You may contact the Office of the Special Civil Part at _____ ext. _____ regarding your case. Please go to njcourts.gov for general information on landlord tenant actions.

If you cannot afford to pay for a lawyer, free legal advice may be available by contacting Legal Services at _____. If you can afford to pay a lawyer but do not know one, you may call the Lawyer Referral Services of your local county Bar Association at _____.

You may be eligible for housing assistance. To determine your eligibility, you must immediately contact the welfare agency in your county at _____, telephone number _____.

If you need an interpreter or an accommodation for a disability, you must notify the court immediately.

AVISO AL INQUILINO: El propósito de la denuncia adjunta es para desalojarlo/a a usted y sacar sus pertenencias del lugar. Si desea que el tribunal escuche su versión de la causa, debe de comparecer en el tribunal en este día y a esta hora:

_____ a las _____ a.m. / p.m., o el tribunal puede fallar en su contra.

REPÓRTESE A:

Se puede comunicar con la Oficina de la Parte Civil Especial al _____ ext. _____ con respecto a su causa. Para obtener información en general acerca de demandas entre propietarios e inquilinos, vaya a njcourts.gov.

Si usted no tiene dinero para pagar a un abogado, es posible que pueda recibir consejos legales gratuitos si se comunica con Servicios Legales al _____. Si tiene dinero para pagar a un abogado pero no conoce ninguno, puede llamar a Servicios de Recomendación de Abogados del Colegio de Abogados de su Condado al _____.

Es posible que usted cumpla los requisitos para asistencia de vivienda. Para comprobar si es así, comuníquese inmediatamente con la oficina de asistencia pública de su Condado en _____ al número de teléfono _____

Si necesita un intérprete o arreglo especial para un impedimento físico, debe notificárselo inmediatamente al tribunal.

Date: _____

Clerk of the Superior Court

Form B

COURT OFFICER'S RETURN OF SERVICE (FOR COURT USE ONLY)

Docket Number: _____	Date: _____	Time: _____
WM ___ WF ___ BM ___ BF ___ OTHER _____	HT ___ WT _____	AGE ___ MUSTACHE ___
BEARD ___ GLASSES ___		
NAME: _____	RELATIONSHIP: _____	
Efforts Made to Personally Serve		

Description of Premises if Posted		

I hereby certify the above to be true and accurate: _____		
Special Civil Part Officer		



New Jersey Judiciary
Landlord Case Information Statement (LCIS)

Notice: This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number, or military status.

The information provided on this form cannot be introduced into evidence.

Caption	County of Venue	Docket Number
Name of Plaintiff/Landlord		
Email Address	Home/Office Phone	Cell Phone
Attorney Name (if applicable)	Firm Name (if applicable)	
Email Address	Office Phone	Cell Phone
Attorney/Plaintiff Mailing Address		
Name of Defendant(s)/Tenant(s)		
Email Address (if known)	Daytime Phone	Cell Phone
Rental Property Address		
Municipal Code (*)	Rental Property Is Owner Occupied <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Tenancy (select only one) <input type="checkbox"/> Residential <input type="checkbox"/> Commercial		
Cause of Action (select all that apply) <input type="checkbox"/> Non-Payment <input type="checkbox"/> Other (Holdover/For Cause)		
Holdover Cause of Action (select from list on pages 3 and 4) _____		
Select all that apply to the rental property:		
<input type="checkbox"/> Subsidized Housing.		
Type: <input type="checkbox"/> Public Housing <input type="checkbox"/> Section 8 Voucher		
<input type="checkbox"/> Section 8 HAP Contract <input type="checkbox"/> Other Subsidy Program _____		
<input type="checkbox"/> Notice(s) that are required for Holdover, Public Housing and/or Subsidized Housing are attached to the complaint.		
<input type="checkbox"/> The tenancy is subject to a municipal rent control ordinance.		

Form C

The total number of months of unpaid rent is: _____		
The first month of unpaid rent was (please provide month and year): _____		
The amount due and owing by the tenant in this case is: \$ _____		
I certify that confidential personal identifiers have been redacted from documents now submitted to the court and will be redacted from all documents submitted in the future in accordance with Rule 1:38-7(b).		
I certify that the foregoing statements made by me are true to the best of my knowledge. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.		
Date	Attorney/Plaintiff Name	Signature of Attorney/Plaintiff s/

Municipality codes can be found at njcourts.gov



Holdover Cause of Action

Landlord Case Information Statement (LCIS)

Note: Enter number(s) in appropriate space on page 1.

Residential Tenancy

- | | |
|---|-----------------------------------|
| 1. Disorderly Tenant | N.J.S.A. 2A:18-61.1(b) |
| 2. Willful or Gross Negligent Damage to Premises | N.J.S.A. 2A:18-61.1(c) |
| 3. Violation of Rules and Regulations | N.J.S.A. 2A:18-61.1(d) |
| 4. Violation of the Lease Covenants | N.J.S.A. 2A:18-61.1(e) |
| 5. Violation of the Lease Covenants Under the Control of a Public Housing Authority or Redevelopment Agency | N.J.S.A. 2A:18-61.1(e) |
| 6. Failure to Pay Rent After Increase | N.J.S.A. 2A:18-61.1(f) |
| 7. Demolish/Board Up Premises | N.J.S.A. 2A:18-61.1(g) |
| 8. Permanently Retiring Residential Building/Mobile Home Park from Residential Use | N.J.S.A. 2A:18-61.1(h) |
| 9. Reasonable Changes to Lease at End of Lease Term that Tenant Refuses to Accept | N.J.S.A. 2A:18-61.1(i) |
| 10. Habitual Late Payment of Rent | N.J.S.A. 2A:18-61.1(j) |
| 11. Converting Property to Condominium or Cooperative Ownership | N.J.S.A. 2A:18-61.1(k) |
| 12. Personal Occupancy by Owner or Purchaser of Unit (property converted to condo/cooperative or fee simple ownership) | N.J.S.A. 2A:18-61.1(l)(1) |
| 13. Personal Occupancy by Owner or Purchaser of Unit (owner of a building with 3 or fewer condo/cooperative units. | N.J.S.A. 2A:18-61.1(l)(2) |
| 14. Personal Occupancy by Owner or Purchaser of Unit (building with 3 or fewer residential units) | N.J.S.A. 2A:18-61.1(l)(3) |
| 15. Rental is Conditioned on Tenant's Employment by Landlord | N.J.S.A. 2A:18-61.1(m) |
| 16. Convicted or Pleaded Guilty to Offenses under the 1987 Comprehensive Drug Reform Act, or Harbors such Person | N.J.S.A. 2A:18-61.1(n) |
| 17. Convicted or Pleaded Guilty to Assault/Threats against Landlord, Landlord's Family or Employee, or Harbors such Person | N.J.S.A. 2A:18-61.1(o) |
| 18. Tenant or Tenant Harbors such Person previously found Liable in a Civil Action for Certain Criminal Acts on the Rental Premises | N.J.S.A. 2A:18-61.1(p) |
| 19. Tenant or Tenant Harbors Such Person who pleaded or was convicted of theft of property from the Landlord, the Rental Premises, or Other Tenants | N.J.S.A. 2A:18-61.1(q) |
| 20. Tenant or Tenant Harbors such Person previously found Liable in a Civil Action for Human Trafficking on the Rental Premises | N.J.S.A. 2A:18-61.1(r) |
| 21. Residents at Residential Health Care Facilities (non-payment or holdover) | N.J.S.A. 30:11A-1 <i>et. seq.</i> |

Form C

Commercial Tenancy; Owner-Occupied Premises with Two or Less Residential Units; Rental Unit Held in Trust on behalf of Immediate Family Member Who Permanently Occupies the Unit not Developmentally Disabled

22. Tenant Stays after Expiration of Lease Term	N.J.S.A. 2A:18-53
23. Tenant Disorderly as to Destroy Peace and Quiet	N.J.S.A. 2A:18-53
24. Tenant Willfully Destroys, Damages or Injures the Premises	N.J.S.A. 2A:18-53
25. Tenant Constantly Violates Landlord's Written Rules and Regulations	N.J.S.A. 2A:18-53
26. Tenant Breaches/Violates any Agreement in Lease that Provides for Right of Reentry	N.J.S.A. 2A:18-53
27. Violation of Alcoholic Beverages Laws by Commercial Tenant	N.J.S.A. 33:1-54

Name: _____
Attorney ID Number: _____
Address: _____

Telephone Number: _____
Email Address: _____

Superior Court of New Jersey
Law Division, Special Civil Part
Landlord-Tenant

Plaintiff/ Landlord

_____ County

v.

Docket Number: LT- _____

Defendant/ Tenant(s)

**Certification of Lease and
Registration Statement**

Residential **Commercial**

_____, (Esq.) of full age, being duly sworn according to law,
certify and say (select one option for each of the following):

- 1. I am: the plaintiff/landlord an attorney at law duly licensed to practice in the state of New Jersey in the above-captioned landlord tenant action.
- 2. The lease that is the subject of this action is: attached in full attached in pertinent part and the full lease document is in excess of 10 pages not the subject of a written agreement.
- 3. I have attached a copy of any registration statement for the residential rental property required by the Landlord Registration Act N.J.S.A. 46:8-27.
 The property is exempt from registration pursuant to N.J.S.A. 46:8-28.5(b).

I certify that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

Dated

(Signature of Attorney/Self-Represented Landlord)

(Printed Name of Attorney/Self-Represented Landlord)



New Jersey Judiciary Instructions How to File a Residential Landlord Tenant Case

Who Should Use This Packet?

You should use this packet if:

- you are the landlord of a residential property and your tenant has not paid the rent.
- you are the landlord of a residential property and your tenant has not complied with the terms of the lease.

You should not use this packet if you are a landlord of a commercial property.

General Requirements:

When you file a residential landlord tenant complaint, you must file all of the following papers contained in this packet:

1. Complaint- Court Rules Appendix XI-X
2. Summons and Return of Service -Court Rules Appendix XI-B
3. Landlord Case Information Statement
4. Certification of Lease and Registration Statement

You must also file the following documents NOT contained within this packet.

- a. Lease (unless there is an oral lease) or if more than 10 pages, any lease sections:
 - (1) Specifying fees and charges as “additional rent, “if #17 is answered “yes.”
 - (2) Outlining landlord’s notice obligations under any rental assistance program.
 - (3) Outlining grounds for eviction under any rental assistance program.
- b. Registration statement from the New Jersey Department of Community Affairs or municipality.

Ensure it has not expired. Registrations are good for only one year.

Your complaint must be properly completed and filed with the court with all required attachments or the court will notify you that your filing is deficient and the complaint will not be served on the tenant. You must fix any deficiency within 10 days or the judge could dismiss your complaint.

The numbered steps listed below tell you what forms you will need to complete and what to do with them. Each form should be typed or printed clearly on 8.5" x 11" white paper only. Forms cannot be filed on a different size or color paper.

Steps to File a Residential Landlord Tenant Case

STEP 1: Complete the Residential Landlord Tenant Complaint (Form A)

The complaint tells the court why you want to evict your tenant.

STEP 2: Complete the top portion of the Summons Landlord Tenant (Form B)

The summons tells the court where to serve the papers on the defendant(s) and tells the defendant(s) they are being sued for eviction.

STEP 3: Complete the Landlord Tenant Case Information Statement (LCIS) (Form C)

The LCIS provides the court with information about your case.

STEP 4: Complete the Certification of Lease and Registration Statement (Form D)

In the Certification of Lease and Registration Statement, the landlord certifies they have attached the following:

- lease (unless it is oral).
- or if the lease is more than 10 pages, any lease sections:
 - (1) Specifying fees and charges as "additional rent," if #17 is answered "yes."
 - (2) Outlining landlord's notice obligations under any rental assistance program.
 - (3) Outlining grounds for eviction under any rental assistance program.
- the registration statement (unless the property is exempt pursuant to the Landlord Identity Law, N.J.S.A. 46:8-28).

STEP 5: Check and attach your completed forms

Check your forms and make sure they are complete. Remove all instruction sheets. Make sure you have signed the forms where you are asked to sign them. You must have completed and attached all of the following items:

_____ Residential Landlord Tenant Complaint - Appendix XI-X (Form A)

_____ Summons and Return of Service - Appendix XI-B (Form B)

_____ Landlord Case Information Statement (Form C)

_____ Certification of Lease and Registration Statement (Form D)

_____ Lease (unless it is an oral lease) or, if more than 10 pages, any relevant lease sections:

- (1) Specifying fees and charges as "additional rent," if #17 is answered "yes."
- (2) Outlining landlord's notice obligations under any rental assistance program.
- (3) Outlining grounds for eviction under any rental assistance program registration statement.

STEP 6: Pay the Filing Fee

The fee for filing a landlord tenant complaint is \$50, plus a \$7 service fee. For any defendant beyond the first defendant, there is an additional \$5 filing fee. For each additional defendant living at an address different from the first defendant, there is an additional \$7 service fee. A check or money order must be made payable to *Treasurer, State of New Jersey* or, if filing electronically through the Judiciary Electronic Document System (JEDS), you can use a credit card.

STEP 7: File Your Packet of Completed Papers With the Court.

The court will serve each defendant by regular mail and a special civil part officer will serve each defendant personally.

You can file your original complaint electronically through JEDS, by mail, or in person with the court. Attorneys must file through eCourts.

Checklist:

- File all the original papers with the court (Form A, Form B, Form C, Form D, plus the lease (if written) and the registration statement)
- Keep at least one copy of the completed complaint packet for your own records.
- Attach proper filing fee.

Instructions for Completing Form A - Residential Landlord Tenant Complaint

A. Open or print the mandatory Residential Landlord Tenant Complaint - Appendix XI-X, CN 11252 (Form A) found at www.njcourts.gov/forms.

B. Complete the caption (heading) of the mandatory Residential Landlord Tenant Complaint (Form A).

- Supply all requested information.
- Check the box or boxes indicating whether the complaint is for non-payment of rent, holdover (violation of the terms of the lease), or both.
- List the address of the rental unit.
- To ensure proper service of the complaint, the landlord must provide the correct name(s), address(es,) email address(es), if known, and telephone number (s), if known, for each tenant named as a defendant.

C. Complete all the applicable questions in the complaint.

1. Fill in the name of the owner of the rental property as reflected in the lease.
2. Check the box indicating your relationship to the owner of the property.
3. Check the box indicating your legal entity status.

NOTE: If the owner is a professional corporation or limited liability company they must be represented by an attorney licensed in the state of New Jersey.

If the owner is a general partnership, one of the partners can represent the partnership, otherwise the partnership must be represented by an attorney licensed in the state of New Jersey.

4. Check the box indicating whether the landlord acquired ownership of the property from the tenant(s).
5. Check the box indicating whether the landlord has given the tenant(s) an option to purchase the property.
6. Check the box indicating whether the property is owner-occupied with two or less rental units.
7. Check the box indicating whether the rental property is registered as required by the Landlord Identity Law, N.J.S.A. 46:8-28. If exempt, see number 9.
8. Check the box indicating whether tenant was given a copy of the registration.
9. Check the box indicating whether the rental property is exempt from the registration requirement of the Landlord Identity Law, N.J.S.A. 46:8-28.

If the property is exempt, you must write in the name of the applicable exemption.

10. Check the box indicating whether the tenant is currently in possession of the rental unit without the consent of the landlord.
11. Check the box indicating whether the lease is oral or written. If written, you must:
 - a Check the box indicating whether the lease is attached.
 - b Check the box indicating whether the lease exceeds 10 pages. If it does, you are permitted to attach only the relevant sections of the lease, but you **must** include:
 - Any sections specifying fees and charges as “additional rent.”
 - Any sections outlining landlord’s notice obligations under any rental assistance program.
 - Any sections outlining grounds for eviction under any rental assistance program.

Check the boxes corresponding to the required sections you have attached.

12. Check this box only if any state or federal program subsidizes the tenancy. If you check the box, you must write the name of the subsidy (such as Section 8).
13. If you checked box 12, you must:
 - a Check the box indicating whether the notices required by statute have been served on the tenant and the public housing authority, if applicable; and
 - b. Check the box indicating whether the notices required by statute are attached to the complaint.
14. Write the base amount of rent as stated in the lease and what day it is due. Check the box indicating whether the rent is due monthly or weekly.
15. If the complaint is for non-payment of rent, complete question 15, stating any rent owed solely by the tenant (not from the Department of Community Affairs or any other provider.)
 - a. Indicate the amount of the base rent for each time period. Use a separate line for the time frame of each overdue payment.
 - b. Add the numbers on all the lines and fill in the total base rent due from tenant.
16. Write in the name of municipality in which the rental property is located. You must check the box to indicate whether the rental unit is subject to a rent control or rent leveling ordinance.
17. Check the box indicating whether late fees, attorneys’ fees, or other charges are specified in the written lease as “additional rent.”

18. Complete question 19 only if late fees, attorneys' fees, or other charges are specified in the written lease as "additional rent."
 - a. If permitted to complete question 19, state the amount of late or other charges due for each specified rental period. Use a separate line for the time frame of each late fee or other charge.
 - b. Total the total permissible additional rent due.
19. Write the amount of filing fees for filing the complaint.
20. The total of lines 15, 18, and 19 will appear as **total amount due**.
21. Check the box indicating whether there is a written rent ledger for this tenant.
22. If there is a written rent ledger, check the box indicating whether the ledger is attached to the complaint.
23. Enter the date the next rent payment is due.
 - a. Enter the amount from line 20.
 - b. Enter the total of line 23(a) plus the amount of the next month's rent.

If your complaint includes a reason for eviction other than non-payment of rent, complete question 24.

24. Select any holdover causes of action from the list on Form C, the Landlord Case Information Statement, which can be obtained at njcourts.gov. Insert any numbers that apply to your situation.

You must explain each of the reasons listed on the lines provided. Attach additional sheets if necessary, making sure to include the caption of the case and the question number.

D. Sign and date the complaint.

E. Complete the Landlord Verification.

- a. Check the box indicating whether the person completing the verification is the landlord, a general partner of the partnership, an authorized officer of a corporation or limited liability company that owns the premises in which the tenant(s) reside(s).
- b. Read the information in the complaint to ensure the information contained in it is true based on your personal knowledge.
- c. Check to see that this case is not the subject of any other court action or arbitration proceeding pending now or contemplated in the future. Make certain that no other parties should be joined in this lawsuit. If there are any exceptions to the statements in line 3, enter them on the line provided.
- d. Make sure any personal identifiers have been redacted from all documents submitted, including attachments.

- e. You certify that all the information in the document you are signing is true and acknowledge that if any of the statements are willfully false, you are subject to punishment.

Check the box to indicate whether you or any of your witnesses will require an interpreter. If so, indicate the language the interpreter must be able to interpret.

Check the box to indicate whether you or any of your witnesses will require an accommodation for a disability and indicate the required accommodation.

Sign and date the verification, with both your signature and your printed name.

Instructions for Completing Form B - Summons Landlord Tenant

- A. Open or print the Summons Landlord Tenant - Appendix XI-B, CN 10822 (Form B) found at www.njcourts.gov/forms.
- B. Complete the following information about the plaintiff (the person filing the lawsuit):
 - 1. Name
 - 2. Address
 - 3. Email address
 - 4. Telephone number
- C. Complete the following information about each defendant (tenant) that is listed on the lease.
 - 1. Name
 - 2. Address
 - 3. Email address (if known)
 - 4. Telephone number (if known)
- D. Click on the drop-down arrow to select the county where the rental property is located.
- E. Check the box or boxes indicating whether the complaint is for non-payment of rent, holdover (violation of the terms of the lease), or both, and check the “residential” box. **Note:** If the tenancy is commercial, you should not complete this kit.
- F. The court will complete the rest of the form.

Instructions for Completing Form C – Landlord Case Information Statement (LCIS)

- A. In the Caption box, enter the name of the landlord vs the name of the tenant.
- B. Enter the *plaintiff's* name, address, home or office, and cell phone number.
- C. The court will assign a docket number.
- D. In the "County of Venue" box, enter the county in which the rental property is located.
- E. Enter the *defendant's* name, current address, daytime phone, and cell number.
- F. Enter the *tenant's email address*.
- G. Enter the address of the rental property.
- H. Enter the municipality code, which can be found at njcourts.gov.
- I. Check the box to indicate whether the rental property is owner-occupied.
- J. Check the appropriate boxes to indicate
 - 1. Whether tenancy is residential or commercial. If commercial you should not be using this packet.
 - 2. Whether the complaint is for non-payment of rent or other violation of the lease, or both.
- K. Select the holdover cause(s) of action (tenant's lease violation) from the list on the back of the LCIS and insert any applicable number(s) on the line and in the complaint, line 24.
- L. Check whether the tenancy is subsidized, then check the type of subsidy that applies, or insert any applicable subsidy not listed.
- M. Check the box to indicate if you have attached the required notices to the complaint, which is required for the complaint to be served on the tenant.
- N. Check the box if the tenancy is subject to a municipal rent control ordinance.
- O. If the complaint is for non-payment of rent,
 - 1. Insert the number of months' rent that has not been paid.
 - 2. Insert the first month and year rent was not paid.
 - 3. Insert the amount due and owing by the tenant.
- P. Ensure that all confidential personal identifiers have been redacted from the documents being submitted to the court.
- Q. Sign the certification, using your signature, printed name, and date.

Instructions for Completing Form D - Certification of Lease and Registration Statement Form

- A. This form must be completed by the landlord and filed with the complaint or the complaint will not be served on the tenant.
- B. Enter the name, address, telephone number, and email address of the landlord.
- C. Enter the name of the landlord vs the name of the tenant.
- D. Enter the county in which the rental property is located before the word county.
- E. The court will assign a docket number.
- F. Check the appropriate box to indicate whether tenancy is residential or commercial. If commercial, you should not be using this packet.).
- G. Check the box to indicate if you are the landlord or an attorney.
- H. Check the box to indicate whether the lease is attached in full, only the relevant sections are attached and the lease is more than 10 pages, or the tenancy is not the subject of a written agreement. If the lease is not oral it must be attached. If the lease exceeds 10 pages, you are permitted to attach only the relevant sections of the lease, but you must include:
 - 1. Any sections specifying fees and charges as “additional rent.”
 - 2. Any sections outlining landlord’s notice obligations under any rental assistance program.
 - 3. Any sections outlining grounds for eviction under any rental assistance program.
- I. Check whether you have attached a copy of the registration statement for the rental property or if the property is exempt from registration. The possible exemptions can be found at N.J.S.A. 46:8-28.5(b). If not exempt, the registration statement must be attached, or the complaint will not be served on the tenant. It must not have expired.
- J. Sign the certification, using your signature, printed name and date.

Things to think about before you represent yourself in Court

Try to get a lawyer

The court system can be confusing, and it is a good idea to get a lawyer if you can. If you cannot afford a lawyer, you can contact the legal services program in your county to see if you qualify for free legal services. Their telephone number can be found online under “legal aid” or “[legal services](#).”

If you do not qualify for free legal services and need help in locating an attorney, you can contact the bar association in your county. Most county bar associations have a [lawyer referral service](#). The lawyer referral service can give you the names of attorneys in your area willing to handle your particular type of case and sometimes consult with you at a reduced fee.

There also are organizations of minority lawyers throughout New Jersey, as well as organizations of lawyers who handle specialized types of cases. Ask your county court staff for a list of lawyer referral services that include these organizations.

What you should expect if you represent yourself

While you have the right to represent yourself in court, you should not expect any special treatment, help, or attention from the court. You must still comply with the Rules of the Court, even if you are not familiar with them. The following is a list of some things the court staff can and cannot do for you. Please read it carefully before asking the court staff for help.

- We *can* explain and answer questions about how the court works.
- We *can* tell you what the requirements are to have your case considered by the court.
- We *can* give you some information from your case file.
- We *can* provide you with samples of court forms that are available.
- We *can* provide you with guidance on how to fill out forms.
- We *can* usually answer questions about court deadlines.
- We *cannot* give you legal advice. Only your lawyer can give you legal advice.
- We *cannot* tell you whether or not you should bring your case to court.
- We *cannot* give you an opinion about what will happen if you bring your case to court.
- We *cannot* recommend a lawyer, but we can provide you with the telephone number of a local lawyer referral service.
- We *cannot* talk to the judge for you about what will happen in your case.
- We *cannot* let you talk to the judge outside of court.
- We *cannot* change an order issued by a judge.

Keep copies of all papers

If you do not hire an attorney but represent yourself, be sure to make and keep for yourself copies of all completed forms and any canceled checks, money orders, sales receipts, bills, contract estimates, letters, leases, photographs and other important documents that relate to your case.

Definitions of words used in this packet

Agent - A person authorized by another to act for them.

Assignee - A person to whom an assignment (of a right) has been made.

Defendant - The *defendant* is the person (party) against whom the court action (complaint) was filed.

Docket Number - The number the court assigned to this case when the complaint was filed. The *docket number* is listed on the complaint and answer.

File - To *file* means to give the appropriate forms and fee to the court to begin the court's consideration of your request.

Grantee – One to whom a grant of property is made.

Party - A *party* is a person, business or governmental agency involved in a court action.

Personal Identifier - A personal identifier is any personal information that is unique to an individual, including Social Security number, military status, driver's license number, license plate number, insurance policy number, active bank account and credit card numbers. This information could be used to steal someone's identity or their money. All documents filed with the court are available for public inspection. **Therefore, no personal identifiers should be included on documents filed with the court.**

Plaintiff - A **plaintiff** is the person (party) who started the court action by filing the complaint.

Redact - To *redact* is to remove or to hide parts of a written document.

Service - *Service* is the mailing or delivering copies of your papers to the lawyer for the other party or to the other party if there is no lawyer.

Subsidy – A grant of money made by the state or federal government.