

**NJ DIVISION ON CIVIL RIGHTS - MDRR UNIT
 MULTIPLE DWELLING REPORT WORKSHEET
 For the period of: January 1 to December 31**

Complex Code: _____ Pin No.: _____ Block No.: _____ Lot No.: _____
 Name of Development: _____ County: _____
 Street Address(es): _____
 Owner(s) of Development: _____
 Owner Street Address(es): _____
 Owner City: _____ State: _____ Zip: _____
 Name of agent for service of process in New Jersey, if not the same as owner: _____

Agent Street Address(es): _____
 Agent City: _____ State: _____ Zip: _____

1.

UNIT BREAKDOWN	TOTAL	STUDIO	1 BR	2 BR	3 BR	OTHER
a. Number of Units						
b. Minimum Rent (monthly)						
c. Maximum rent (monthly)						
d. Utilities included	N/A	E-H-HW-G	E-H-HW-G	E-H-HW-G	E-H-HW-G	E-H-HW-G
RACIAL BREAKDOWN	TOTAL	STUDIO	1 BR	2 BR	3 BR	OTHER
a. No. of African American or Black Families						
b. No. of Hispanic or Latino Families						
c. No. of Asian Families						
d. No. of American Indian/Alaskan Native Families						
e. No. of Native Hawaiian/Pacific Islander Families						
f. No. of White or Caucasian families						
g. No. of turnovers this reporting period						
h. No. of Section 8 families						

2.

APPLICANTS	Section 8	Black	Hispanic	Asian	Indian/ Alaskan	Hawaiian/ Pacific Isl	White
a. Applicants this reporting period							
b. Applicants accepted this reporting period							

3. RECRUITING TECHNIQUES

NEWSPAPER OR OTHER PUBLICATIONS	R	C	O	S

NAME OF ORGANIZATION	TOTAL REFERRED	RACIAL DESIGNATION

PLEASE LIST OTHER RECRUITING TECHNIQUES

4. Is the building or development federally subsidized (Section 8) by HUD or any other government agency?

If yes, provide the name of your HUD monitor: _____

5. Is the building or development accessible to persons with disabilities? If so, provide number and size of units designed to accommodate persons with disabilities. State to what extent the building or development is accessible.

CERTIFICATION

The person filing this online report certifies that the report is accurate and complete to the best of their knowledge, information and belief. If any of the information filed therein is willfully false, the filer is subject to punishment.

Person Filing Report

NAME: _____

TELEPHONE NUMBER: _____

TITLE: _____

FAX NUMBER: _____

ADDRESS: _____

E-MAIL ADDRESS: _____

CITY, STATE ZIP: _____

NOTICES

Submission of the online report binds the principal or principals of the above-captioned development to the responses given. Any persons who fail to comply with the requirements of the Multiple Dwelling Reporting Rule may be subject to the penalty provisions under the Law Against Discrimination. *N.J.S.A. 10:5-8(I), 10:5-19, 10:5-26.*

If the subject property has been sold, it is mandatory to submit the new owner's name and address to the Division on Civil Rights.

Do you own and/or manage any other apartment complexes in New Jersey with 25 units or more? If the answer is yes, and you have not received a filing notice, please contact the Division on Civil Rights to register additional complexes.

A separate report must be submitted for each complex of 25 units or more.

If you have any questions, please call the MDRR Unit at (609) 984-3138 or e-mail DCRMDRR@NJCivilRights.org.

INSTRUCTIONS FOR USING THE MDRR WORKSHEET

Answer all questions. If a question does not apply, do not leave it blank. Instead, write 'Does Not Apply' or '0' (zero).

If you have previously filed an MDRR Annual Report online, your form has been pre-filled with a previous year's data, for your convenience. Fill in/update the chart in the following manner:

1. Unit Breakdown
 - a. Enter the total number of units in each apartment category in the apartment building or development.
 - b. Enter the minimum monthly rent that is presently charged in each apartment category in the apartment building or development.
 - c. Enter the maximum monthly rent that is presently charged in each apartment category in the apartment building or development.
 - d. Check those utilities, if any, which are included in the rent in each apartment category in the apartment building or development.
E-Electricity; **H**-Heat; **HW**-Hot water; **G**-Gas.

- Racial Breakdown
 - a. Enter the number of **Black or African American (a person having origins in any of the original peoples of Africa)** families presently living in the development in each apartment category.
 - b. Fill in the number of **Hispanic or Latino (a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish origin or culture, or a person having a Spanish surname)** families presently living in the development in each apartment category.
 - c. Enter the number of **Asian (a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam)** families presently living in the development in each apartment category.
 - d. Enter the number of **American Indian or Alaska Native (a person having origins in any of the original peoples of North or South America)** families presently living in the development in each apartment category.
 - e. Enter the number of **Native Hawaiian or Other Pacific Islander (a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands)** families presently living in the development in each apartment category.
 - f. Enter the number of **White or Caucasian (a person having origins in any of the original peoples of Europe, the Middle East, or North Africa)** families presently living in the development in each apartment category.
 - g. Enter the number of apartment rental turnovers (changes of lease holders) within the period covered by this report.
 - h. Enter the number of section 8 families presently living in each apartment category.

2.
 - a. Enter the number of section 8; African American\Black; Hispanic\Latino; Asian; American Indian\Alaskan Native; Native Hawaiian\Pacific Islander, and White\Caucasian applicants this year.
 - b. Enter the number of section 8; African American\Black; Hispanic\Latino; Asian; American Indian\Alaskan Native; Native Hawaiian\Pacific Islander, and White\Caucasian applicants accepted for tenancy in the period covered by this report.

3.
 - a. List all newspapers or other publications in which rental advertisements have been placed by either the owner or rental agent within the reporting period and check the box that best describes the frequency of such ads. The boxes are:
Regularly: once a week or more during at least three of the last six months;
Concentrated: a single period of one week or more of advertising during the last six months;
Occasionally: scattered ads a couple of times a month; or
Single: one ad running for less than a week.
 - b. List the names, addresses and types of all organizations, such as employers and community groups, which you have requested to refer prospective tenants to you. Indicate the total number of persons referred within the reporting period.
 - c. Describe any other recruiting techniques used to solicit prospective leaseholders.

4. Is the building federally subsidized (Section 8) by HUD or any other government agency? If yes, provide the name of your HUD monitor or government agency.

5. Is the building or development accessible to the disabled? If so, provide the number and size of the units designed to accommodate disabled persons. State to what extent the building or development is accessible.

IMPORTANT GUIDELINES FOR COLLECTING DATA - PLEASE READ

The Division recommends that the following means be utilized by owners to collect the information required by the Division=s Multiple Dwelling Reporting Rule.

TENANTS\APPLICANTS

The Division has developed a Multiple Dwelling Reporting Rule Tenant/Applicant Inquiry Form@ to assist landlords in collecting, recording, and retaining the information required by the Multiple Dwelling Reporting Rule. The form should be used to assist the landlord in completing the annual MDRR report. Please note that the use of this form is not a requirement; however, landlords must maintain the information required by the MDRR in any uniform convenient manner separate and apart from rental records.

The Tenant/Applicant Inquiry Form is composed of two parts. The top portion is designed to educate tenants/applicants about the New Jersey Law Against Discrimination, *N.J.S.A. 10:5-1 to -49*, and to clarify the Division=s intention in collecting the required information. The tenant/applicant should retain the top portion after completing the form. The bottom portion should be completed by the tenant/applicant. If the tenant/applicant refuses to complete the form, the landlord is required to conduct a visual observation of the tenant/applicant and then complete the form as accurately as possible. **The completed form, or the information collected must be kept separate and apart from rental records and must be retained for a period of three years.**

NOTE-N.J.A.C. 13:10-1.1 et seq. does not authorize any owner or owner's agent to ask or record the religion, gender, affectional or sexual orientation, or citizenship status of any tenant or applicant.