

**NEW JERSEY DIVISION ON CIVIL RIGHTS  
MULTIPLE DWELLING REPORTING RULE (MDRR)  
FREQUENTLY ASKED QUESTIONS  
GENERAL GUIDELINES FOR COMPLETING THE  
MDRR WORKSHEET AND ELECTRONIC FILING**

***Where can I find the MDRR on-line filing web page?***

Go to the New Jersey Division on Civil Rights web site at [www.NJCivilRights.gov](http://www.NJCivilRights.gov) on the right hand side of the page follow the link to MDRR online filing.

***How should I prepare to file my annual MDRR report online?***

- Go to the New Jersey Division on Civil Rights web page at [www.NJCivilRights.gov](http://www.NJCivilRights.gov)
- Click on the link for the MDRR online filing
- Download and review the Multiple Dwelling Report FAQ
- Submit an MDRR Change of Status Form, if required
- Download and print the Multiple Dwelling Report Worksheet
- Review the instructions and complete the worksheet prior to filing online

Before completing the annual report, be sure that you have all of your MDRR records available, including information about unit breakdown, minimum/maximum rents, utilities provided, racial breakdown, turnover, # of Section 8 units, applicants, advertising and recruiting techniques, federal subsidy agency/monitor, and accessibility to persons with disabilities.

Be sure to check your math before you submit your online report.

***I recently acquired a property subject to the MDRR. Do I have to fill out an annual report, and how do I get started?***

All properties subject to the MDRR must have an annual report filed. If you acquired a property in the past year, and the previous owner did not update the ownership status, you must download and complete an MDRR Change of Status Form. E-mail the completed form to the MDRR Unit at [DCRMDRR@NJCivilRights.gov](mailto:DCRMDRR@NJCivilRights.gov); mail it to Division on Civil Rights, MDRR Unit, PO Box 089, Trenton, NJ 08625-0089; or fax it to MDRR Unit at 609-777-0466.

***The information on the “MDRR owner / agency verification” page of the MDRR online filing application is incorrect for my complex, what should I do to correct this information?***

At the bottom of the “MDRR owner / agency verification” page:

Click on the ‘Corrections Needed’ button, this will direct you to the main MDRR web page;

Click on the ‘Various MDRR Forms’ link, this will direct you to the MDRR forms page;

Click on the MDRR Change of Status Form;

Print and complete the change of status form and be sure to include your complex code where indicated (the MDRR unit will not be responsible for change forms submitted to the MDRR unit without this information);

E-mail the completed form to the MDRR Unit at [DCRMDRR@NJCivilRights.gov](mailto:DCRMDRR@NJCivilRights.gov); mail it to Division on Civil Rights, MDRR Unit, PO Box 089, Trenton, NJ 08625-0089; or fax it to MDRR Unit at 609-777-0466.

After you complete and submit the correct information to the DCR, go back to the “MDRR owner / agency verification” page, click on the ‘Information Correct’ button and complete the electronic filing for of your annual report.

***Is it legal to record and maintain racial breakdown information about my tenants/applicants for my apartment complex?***

Yes. However, this information may not be collected orally or in writing prior to the completion of the application process. It is unlawful to ask for the race of an applicant on an application or in an interview. In, *N.J. Builders, Owners and Managers Association v. Blair*, 60 NJ 330 (1972), the New Jersey Supreme Court held that requiring owners of multiple dwellings of 25 or more units to file annual reports supplying information as to racial designation of tenants and applicants as well as rental turnovers, rental recruiting techniques and the size and rental rates of apartments is a rational approach toward fulfilling the responsibility with which the agency had been charged. It noted that the rule does not violate literal prohibitions in the Law Against Discrimination that forbid owners of real property to make or to record with respect to tenants or applicants any specification as to race, creed, color, national origin, ancestry, marital status or sex.

***How do I go about compiling the racial breakdown information for the first time?***

In an effort to assist landlords in collecting the racial breakdown information required by the MDRR, the Division developed the Tenant/Applicant Inquiry Form. It can be found on the Division’s web site at [www.NJCivilRights.gov](http://www.NJCivilRights.gov). The top half of the form was designed to educate your tenant/applicant about the MDRR. The use of this form is not a requirement.

***How long must I maintain my MDRR records?***

MDRR records must be maintained for a period of 3 years.

***If a leaseholder moves into another apartment within the complex, would the move be considered a turnover?***

Yes, you would be required to make the adjustment in the unit section of the worksheet (e.g. if a leaseholder moved from a one bedroom to a two bedroom apartment the numbers would change within those units).

***Where is my block and lot number located?***

You can locate your block and lot number on your tax bill, or you can call your local tax office.

***What do I do if I have vacancies?***

Record all of your apartment units in the unit breakdown; record only the leaseholders in the racial breakdown.

***What if a unit does not have a minimum and maximum rent?***

Record the same rent amount in both the minimum and maximum sections.

***Can I maintain my racial breakdown information with my rental records?***

No, you must file the MDRR racial breakdown information in any uniform convenient manner separate and apart from your rental records.

***Where can I find my complex code and pin number?***

Your complex code is composed of eight digits: the first character is alphabetical, followed by seven numbers. Your pin number is a four digit number. Both can be found on the “official government notice” that you received in December. If you did not receive the “official government notice” please contact DCR's MDRR Unit at 609-984-3138 or by e-mail at [DCRMDRR@NJCivilRights.gov](mailto:DCRMDRR@NJCivilRights.gov). Leave your name, complex name, complex address and phone number. Please speak clearly when leaving your message.

***What if I can not file the form on line, can I send in a paper form?***

No, DCR’s regulations require owners to file electronically their annual reports online. If you have difficulty completing the MDRR annual report online, please contact DCR’s MDRR Unit at 609-984-3138 or by e-mail at [DCRMDRR@NJCivilRights.gov](mailto:DCRMDRR@NJCivilRights.gov) for assistance.

***I need technical assistance, who do I contact?***

Please contact DCR's MDRR Unit at 609-984-3138 or by e-mail at [DCRMDRR@NJCivilRights.gov](mailto:DCRMDRR@NJCivilRights.gov) for assistance.