



# HOBOKEN SDL Portal Instructions Instructions

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## HOBOKEN SDL Portal Instructions



## **Product Information**

### **Specifications**

- Product Name: SDL Portal
- Year: 2023
- Registration Fee: \$50
- Unit Fees:
  - 1-9 Units: \$10 per unit
  - 10+ Units: \$15 per unit

### **Frequently Asked Questions**

#### **Q: How can I update my registration agent?**

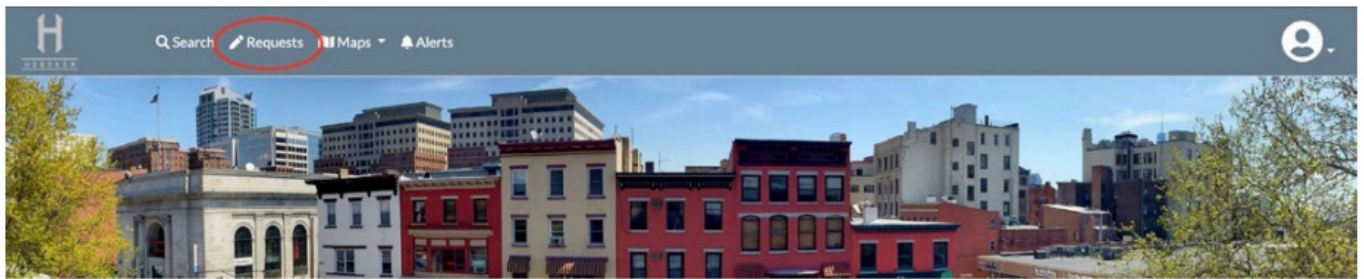
A: To update your registration agent, follow the steps for renewing an existing registration and edit the agent information as needed.

#### **Q: When do I need to pay unit fees?**

A: Unit fees need to be paid for multi-dwelling units. For 1-9 units, the fee is \$10 per unit; for 10 or more units, the fee is \$15 per unit. You will receive a payment request via SDL to submit the unit fees.

### **Renewing an Existing Registration**

Follow these steps only if you registered your property in the SDL Portal in 2023.  
From any screen, click on "Requests" in the top, left to bring you to the Online Requests page. From there, click on "Register a Property" under "Property Registration".



Hello Laura and welcome back.

✓ Check a Building Permit Status

Permit #, Control #

Go

✎ Online Requests

Complaint

Property Claim

Property Registration

Responsible Agent Registration

Road Opening

🏠 Recently Updated Properties

📊 Hoboken City Data

Help



Hoboken City | Online Requests

The request types displayed below are available online for Hoboken City. You may need an active and/or verified account to access some requests.

Code Enforcement Department



Property Claim

Claim a property with your account for the ability to manage property features, buildings and rental information.

Claim a Property



Property Registration

Register a property as vacant, abandoned or other.  
Click for available options

Register a Property



Responsible Agent Registration

Register your account as a responsible agent.

Register as a Responsible Agent

Engineering Department



Road Opening

Apply for a permit for a temporary road opening

Apply for a Road Opening

General/Multiple Departments



Help

Select "I am renewing an existing registration." Then fill out your Property Registration Type and search for your existing property registration. If you registered in 2023 in the SDL Portal, your information should populate. Update registration agent if necessary.

**Choose your property registration options**

**Is this for a new or existing registration**

☐ I need to apply for a new registration.  
☒ I am renewing an existing registration.

**Select the property registration type**

**Property Registration Type\***  

Condominium Property Registration

**Search for your existing property registration**

**Required**  
 Find the property registration you need to renew by searching with the property location or application number.

**Do you need to update the registration agent**

☐ I need to update the responsible agent.

**Add any additional comments or notes**

**Your comments or notes**

Scrolling down to “Property Registration Documents”, add the Annual Registration Form. This will open a new pop-up window to fill out tenant and rental amounts. By clicking “Add” on the bottom, a new pop-up will open, allowing you to enter the tenant’s name, unit number, base rent, if there is a surcharge and the type, current rent charged, lease expiration date, and if there is a lead safe certificate. This information is required to complete the Property Registration.

When complete, click “Save” and enter remaining tenants’ information.

Click “Submit Form” at the bottom when complete.

**Property Registration Documents**

**Your documents**

**Annual Unit Registration Form**
Required

Please complete the form with all of the unit and tenant information

**Hoboken City**  
Hudson County, NJ

2024  
**RENT LEVELING & STABILIZATION  
ANNUAL UNIT REGISTRATION FORM**

**IMPORTANT: THE FILING OF THE RENT REGISTRATION FORM DOES NOT CONSTITUTE A DETERMINATION BY THE RENT LEVELING OFFICE AS TO THE LEGALITY OF THE RENT SET FORTH IN THIS STATEMENT.**

**Property Owner**  

First Name \*

Last Name \*

Email \*

**Property Address**  

Use the Property Location Search to populate the property information. Confirm the information prior to submitting.  
If you are registering an LLC please include the name of the LLC owner in the property field indicated below.

**Property Location \***

Edit

**Tenant's Name \***

**Unit # \***

**Base Rent \***

☐ Surcharge  
**Type of Surcharge (Water/Sewer, Tax, Capital Improvement, Hardship) \***

**Current Rent Charged \***

**Lease Expiration Date \***

☐ Lead Safe Certified?

## Registration and Unit Fees

You will be connected to a third-party vendor to submit the Annual Registration Fee.

## Annual Registration Fee: \$50

All multi-dwelling units are required to pay unit fees:

### Unit Fees:

- For 1-9 Units: \$10 per unit
- For 10+ Units: \$15 per unit


You will receive a payment request via SDL to submit the unit fees if registering a multi-dwelling.

### Thank You for Registering Your Property!

For questions regarding SDL, please email [SDLRC@hobokennj.gov](mailto:SDLRC@hobokennj.gov)

For questions related to Rent Control, please email [rentcontrol@hobokennj.gov](mailto:rentcontrol@hobokennj.gov)

## Documents / Resources

	<a href="#">HOBOKEN SDL Portal Instructions</a> [pdf] Instructions SDL Portal Instructions, SDL, Portal Instructions, Instructions
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## References

- [User Manual](#)

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