

# HOBOKEN SDL Portal Instructions

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## HOBOKEN SDL Portal

### Product Information

#### Specifications:

- **Product Name:** SDL Portal
- **Functionality:** Online portal for property registration and management
- **Supported Town:** Hoboken
- **Registration Fee:** \$50
- **Unit Fees:** \$10 per unit for 1-9 units, \$15 per unit for 10+ units

### Product Usage Instructions

#### Creating an SDL Portal Account:

1. Visit the SDL portal and click on the green Sign Up button.
2. Enter your email, username, password, name, and select Hoboken as the Primary Town. Verify your email by clicking on the verification link.
3. After logging in, click on My Account, then Verification to verify your phone number. Once verified, your account status will show as Account Verified in green.

## Starting a New Property Claim Request:

1. Click on Requests and then Claim a Property under Property Claim to start a new claim request.
2. Select Apply for a new property Claim Role, enter your role, property address, and complete location details.  
Upload a copy of property taxes.
3. Select the appropriate role (e.g., LANDLORD for property owners) and submit the request.

## Registering a New Property:

1. If you have not registered your property before, click on Register a Property under Property Registration.
2. Fill out the required details including Property Registration Type, Property Type, and property address.  
Complete the Annual Unit Registration Form.
3. Submit the form once all information is entered.

## Registration and Unit Fees:

You will need to pay an Annual Registration Fee of \$50.  
Multi-dwelling units must also pay unit fees based on the number of units owned.

## FAQ

### Q: What should I do if I encounter issues during account creation?

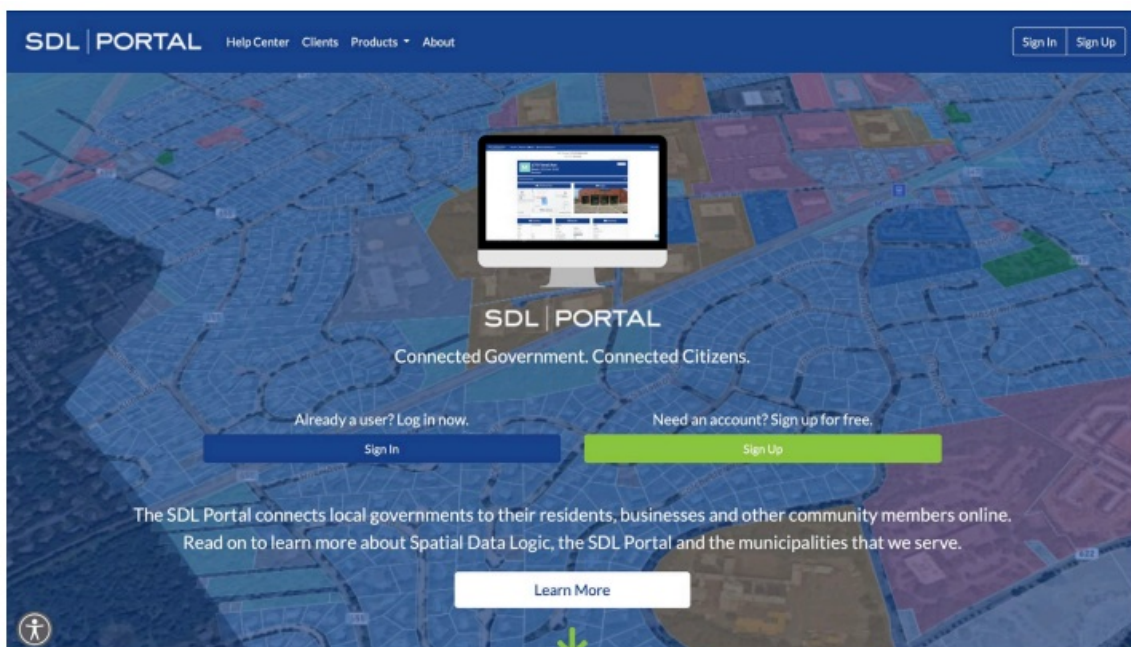
A: If you face any problems during account creation, please contact [SDLRC@hobokennj.gov](mailto:SDLRC@hobokennj.gov) for assistance.

### Q: How can I get more information about Rent Control related queries?

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

## Create an SDL Portal Account

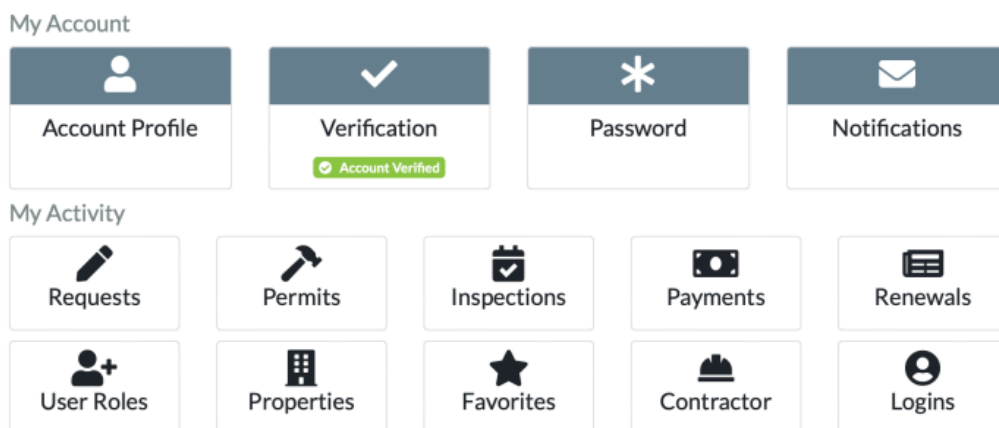
When you arrive to the SDL portal, click on the green “Sign Up” button.



Enter your email, username, password, name, and choose Hoboken under “Primary Town”. You will need to click on the verification link in your email.

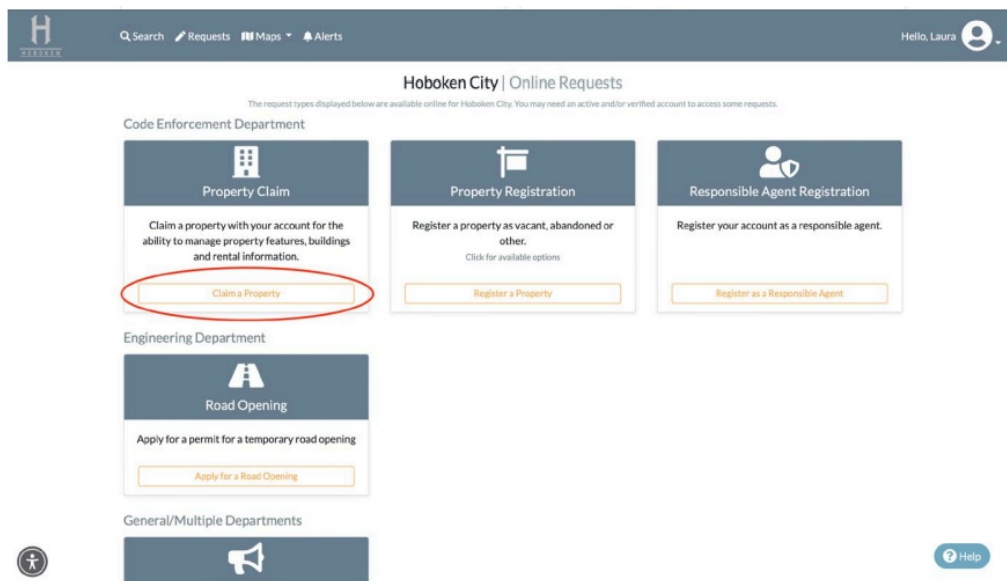
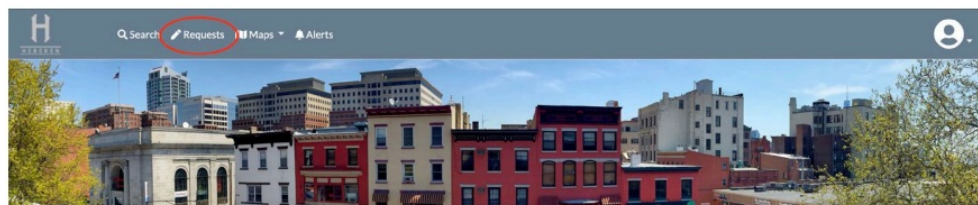
## Account Verification

After logging in and clicking on “My Account” from the drop-down in the top right corner, you will need to click “Verification” and verify your phone number as well. When done, it should say “Account Verified” in green.



## Starting a New Property Claim Request

From any screen, click on “Requests” in the top, left to bring you to the Online Requests page. From there, click on “Claim a Property” in under “Property Claim”.



Next, select “Apply for a new property Claim Role”, enter your role, search the property’s address and complete location information. Finally, upload a copy of your property taxes.

Please reference the chart to the right when determining your role as different roles have varying permissions. If you are the property owner, or the agent responsible for entering and managing the account, the role of LANDLORD is the suggested choice. It allows the most permissions in the Portal.

Select “Submit Request” at the bottom when complete.

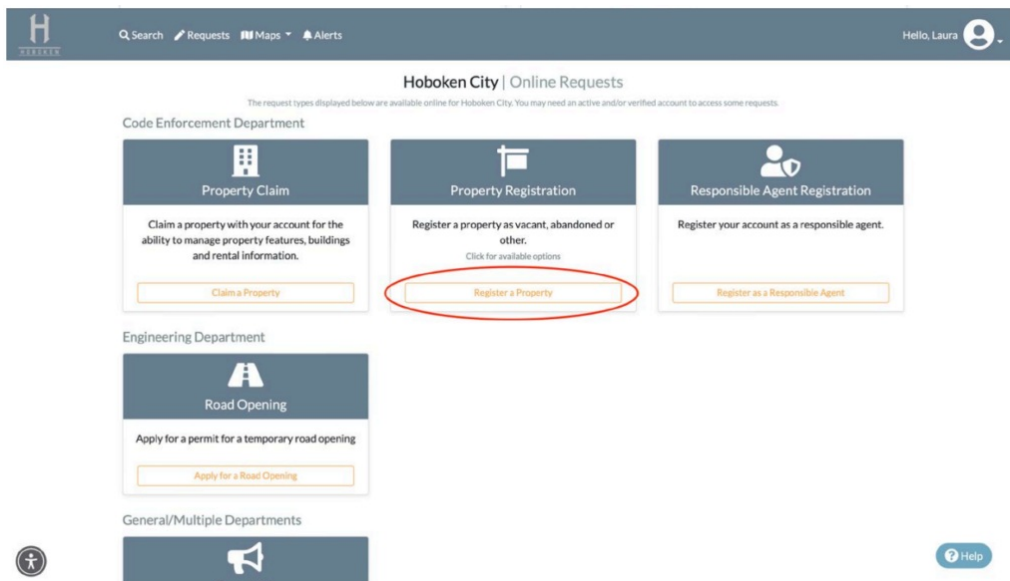
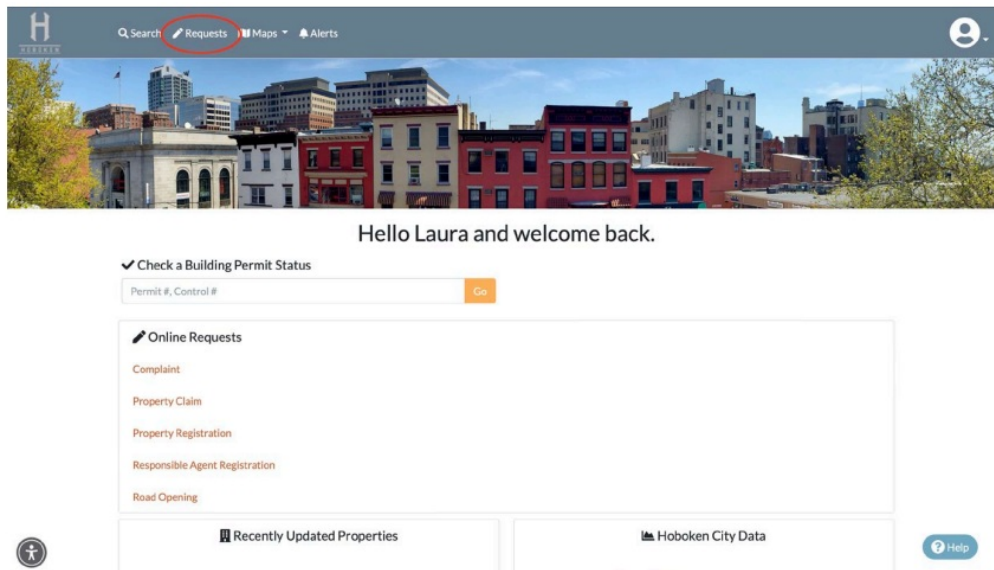
Role Label	Permission Type	Can View Main	Can View Details	Can Edit	Can Add
Landlord	Buildings	*	*	*	*
	Units	*	*	*	*
Owner	Buildings	*	*		
	Units	*	*		
Agent	Buildings	*			
	Units	*			

## Registering a New Property

Follow these steps if you have never registered your property in SDL.

If you completed a Property Registration in SDL in 2023, see the Renewal Instructions .


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”.



The top of the page includes instructions to fill out.

Select “I need to apply for a new registration.” Then fill out your Property Registration Type and the Property Type. In the next box, search for the address of your property, doing so will auto-populate most of the location information. Be sure to complete the Annual Unit Registration Form.





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 \*

Search for Properties... Q Search

Edit

## 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 Fee:

- 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</a> [pdf] Instructions SDL Portal, Portal
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## References

- [User Manual](#)

#### [Manuals+](#), [Privacy Policy](#)

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