

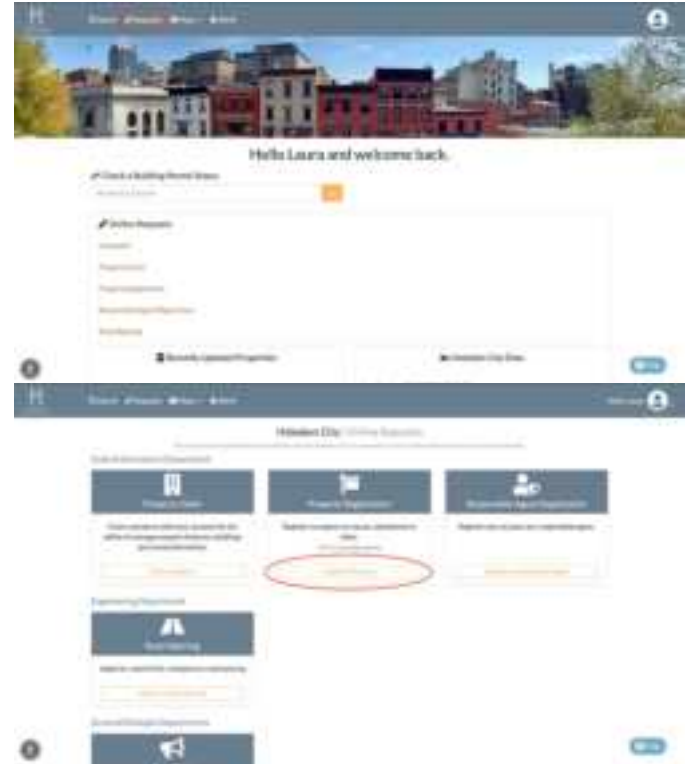


# SDL Portal Instructions

# 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”.



# Renewing an Existing Registration

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.



The screenshot shows a web form titled "Choose your property registration options". On the left, there is a vertical list of five radio button options: "I wish to renew an existing registration", "I want to register a new property", "I want to register a new property registration", "Do you need to update the registration agent?", and "Add any additional comments or notes". The first option, "I wish to renew an existing registration", is selected. To the right of this list, there is a section titled "I wish to renew an existing registration" with a sub-header "Property Registration Type". Below this, there is a search bar with the text "Search for the property registration" and a dropdown menu showing "Property Registration". There is also a "Next" button. Below the search bar, there is a section titled "I wish to update the registration agent" with a sub-header "Registration Agent" and a text input field.

# Renewing an Existing Registration

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.



# 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)