



TOWNSHIP OF WEST MILFORD

1480 Union Valley Road
West Milford, NJ 07480
973-728-7000

MUNICIPAL INSURANCE REGISTRATION FORM

DATE: _____ License period January 1 thru December 31 **ANNUAL FEE:** \$25.00

INFORMATION AND INSTRUCTIONS

1. P.L. 2022, c.92 signed into law on August 5, 2022 institutes a new minimum liability insurance requirement for owners of businesses and rental units (whether residential or non-residential). Owners are required to annually register the certificate of insurance in the municipality where the business or rental unit is located.
2. **INSURANCE CERTIFICATES must be submitted with this REGISTRATION FORM and the Annual Fee of \$25.00.**
3. Owner of a business or owner of rental units or units other than a multifamily home as set forth in the Township Code shall be required to maintain liability insurance for all negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.
4. The owner of a multifamily home which is four or fewer units, one of which is owner-occupied, shall maintain liability insurance for negligent acts and omissions in an amount of no less than \$300,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.
5. A new certificate will be required annually for each calendar year. All certificates shall be renewed no later than January 15 of each year. It shall be the responsibility of any owner conducting, operating or engaging in any business covered by this requirement to apply for a municipal insurance registration with the Municipal Clerk..
6. Municipal Insurance Registration with the Township – changes in businesses or locations or owners:
Within 30 days of the date the Ordinance takes effect.
Within 30 days of the date of establishment of said business or rental unit(s) within the Township.
On or before January 15 or each year following enactment of this Section.
7. Annual License fee is \$25.00 and must accompany application when filed.
8. The licensing year is January 1 to December 31.
9. Violations – Pursuant to N.J.S.A. 2A:58-10 et seq. a fine of not less than \$500 but no more than \$5,000 may be assessed.
10. When date stamped by the Township this Municipal Form will be certificate proof of a properly filed insurance of certificate.

**BUSINESS OWNER, RENTAL UNIT OWNER,
OWNER OF MULTIFAMILY HOME (4 OR LESS ONE OWNER OCCUPIED)
(Please Print)**

OWNER NAME: _____ BUSINESS PHONE: _____

BUSINESS ADDRESS: _____ BLOCK: _____ LOT: _____

CITY: _____ STATE: _____ ZIP CODE: _____

COMPANY EMAIL ADDRESS: _____

NATURE OF BUSINESS / RENTAL UNIT(S) OR MULTIFAMILY HOME(S): _____

TRADE NAME OR OTHER BUSINESS IDENTIFICATION TITLES USED BY OWNER: _____

HOME ADDRESS OF OWNER: _____

CITY: _____ STATE: _____ ZIP CODE: _____

HOME PHONE: _____ CELL PHONE: _____

OWNER EMAIL ADDRESS: _____

I certify that the information provided with this application is true, complete and correct.

SIGNATURE: _____ DATE: _____