

## **LANDLORD TENANT CASES - INITIAL REVIEW CHECKLIST**

The following is a checklist of items that are required to be completed in connection with the initial review of each LT case. The absence of any one of the following documents (where required) is grounds for dismissal or issuance of a deficiency notice, as appropriate.

### **ALL NON-PAYMENT CASES (PUBLIC HOUSING AUTHORITY LANDLORDS)**

1. \_\_\_ PHA's notice to tenant prior to filing of action not attached or not timely served (24 C.F.R. 966.4)

### **ALL RESIDENTIAL HOLDOVER CASES (Not Owner Occupied With Two Units Or Less)**

2. \_\_\_ Disorderly Tenant – 3 days' Notice to Cease and 3 days' Notice to Quit not attached or deficient (N.J.S.A. 2A:18-61.1(b))
  3. \_\_\_ Willful or Gross Negligent Damage to Premises – 3 days' Notice to Quit Notice not attached or deficient (N.J.S.A. 2A:18:61.1(c))
  4. \_\_\_ Violation of Rules and Regulations – 1 month Notice to Cease and 1 month Notice to Quit not attached or deficient (N.J.S.A. 2A:18:61.1(d))
  5. \_\_\_ Violation of the Lease Covenants - 1 month Notice to Cease and 1 month Notice to Quit not attached or deficient (N.J.S.A. 2A:18:61.1(e))
  6. \_\_\_ Violation of the Lease Covenants Under the Control of a Public Housing Authority or Redevelopment Agency- 1 month Notice to Cease and 1 month Notice to Quit not attached or deficient (N.J.S.A. 2A:18:61.1(e))
  7. \_\_\_ Demolished/Board Up Premises – 3 month Notice to Quit not attached or deficient (N.J.S.A. 2A:18:61.1(g))
  8. \_\_\_ Permanently Retiring Residential Building/Mobile Home Park from Residential Use – 18 month Notice to Quit not attached or deficient (N.J.S.A. 2A:18:61.1(h))
  9. \_\_\_ Reasonable Changes to Lease at End of Lease Term that Tenant Refuses to Accept - 1 month Notice to Cease and 1 month Notice to Quit not attached or deficient (N.J.S.A. 2A:18:61.1(i))
  10. \_\_\_ Habitual Late Payment of Rent - 1 month Notice to Cease and 1 month Notice to Quit not attached or deficient (N.J.S.A. 2A:18:61.1(j))
  11. \_\_\_ Converting Property to Condominium or Cooperative Ownership – 3 year Notice to Quit not attached or deficient (N.J.S.A. 2A:18:61.1(k))
  12. \_\_\_ Personal Occupancy by Owner or Purchase of Unit Owner - 2 month Notice to Quit not attached or deficient (N.J.S.A. 2A:18:61.1(l))
  13. \_\_\_ Personal Occupancy by Owner or Purchase of Unit Owner (owner of a building with 3 or less condo/cooperative units, owner will personally occupy the unit to sell the unit or sell to a buyer who will personally occupy and must be vacant at closing) - 2 month Notice to Quit not attached or deficient (N.J.S.A. 2A:18:61.1(l)(2))
  14. \_\_\_ Rental is conditioned on Tenant's Employment by Landlord – 3 days' notice to quit not attached or is deficient (N.J.S.A. 2A:18:61.1(m))
  15. \_\_\_ Convicted or Pled Guilty to Offenses under the 1987 Comprehensive Drug Reform Act or Harbors Such Person - 3 days' notice to quit not attached or is deficient (N.J.S.A. 2A:18:61.1(n))
  16. \_\_\_ Convicted or Pled Guilty to Assault/Threats against Landlord, Landlord's Family or Employee or Harbors Such Person - 3 days' notice to quit not attached or is deficient (N.J.S.A. 2A:18:61.1(o))
  17. \_\_\_ Tenant or Tenant Harbors Such Person previously Found Liable in a Civil Action for Certain Criminal Acts on the Rental Premises - 3 days' notice to quit not attached or is deficient (N.J.S.A. 2A:18:61.1(p))
  18. \_\_\_ Tenant or Tenant Harbors Such Person previously Found Liable in a Civil Action for Human Trafficking on the Rental Premises - 3 days' notice to quit not attached or is deficient (N.J.S.A. 2A:18:61.1(q))
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19. \_\_\_ Resident at Residential Health Care Facility (If Holdover Action Fill in Applicable Deficiency from Above that Applies) - \_\_\_\_\_

**ALL COMMERCIAL AND RESIDENTIAL HOLDOVER CASES (Owner Occupied with Two Units or Less)**

20. \_\_\_ Tenant Stays after Expiration of Lease Term

\_\_\_ (a) 3 month Notice to Quit not attached or deficient for at will or year to year tenancy (N.J.S.A. 2A:18-53, 56)

\_\_\_ (b) 1 month Notice to Quit not attached or deficient for month-to-month tenancy (N.J.S.A. 2A:18-53, 56)

21. \_\_\_ Tenant Disorderly as to Destroy Peace and Quiet – 3 days’ Notice to Quit not attached or deficient. (N.J.S.A. 2A:18-53(c))

22. \_\_\_ Tenant Willfully Destroys, Damages or Injures the Premises - 3 days’ Notice to Quit not attached or deficient. (N.J.S.A. 2A:18-53(c))

23. \_\_\_ Tenant Constantly Violates Landlord’s Written Rules and Regulations - 3 days’ Notice to Quit not attached or deficient. (N.J.S.A. 2A:18-53(c))

24. \_\_\_ Tenant Breaches/Violates any Agreement in Lease that Provides for Right of Reentry - 3 days’ Notice to Quit not attached or deficient. (N.J.S.A. 2A:18-53(c))

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