

NOTICE: This is a public document, which means the document as submitted will be available to the public upon request. Therefore, do not enter personal identifiers on it, such as Social Security number, driver's license number, vehicle plate number, insurance policy number, active financial account number, active credit card number, or military status.

Plaintiff or Filing Attorney Information:

Name _____
NJ Attorney ID Number _____
Address _____

Email _____
Telephone Number _____

**Superior Court of New Jersey
Law Division, Special Civil Part
_____ County**

**Docket Number: LT - _____
(to be provided by the court)**

versus

Plaintiff(s)

**Civil Action
SUMMONS
LANDLORD TENANT**

Defendant (s)

Defendant Information:

Name: _____
Address: _____

Email _____
Phone: _____

____ Nonpayment
____ Other (Holdover/For Cause)
____ Commercial
____ Residential

NOTICE TO TENANT: The purpose of the attached complaint is to permanently remove you and your belongings from the premises. If you want the court to hear your side of the case, you must appear in court on this date and time:

_____ at _____ a.m. / p.m., or the court may rule against you. **REPORT TO:**

You may contact the Office of the Special Civil Part at _____ ext. _____ regarding your case. Please go to njcourts.gov for general information on landlord tenant actions.

If you cannot afford to pay for a lawyer, free legal advice may be available by contacting Legal Services at _____. If you can afford to pay a lawyer but do not know one, you may call the Lawyer Referral Services of your local county Bar Association at _____.

You may be eligible for housing assistance. To determine your eligibility, you must immediately contact the welfare agency in your county at _____, telephone number _____.

If you need an interpreter or an accommodation for a disability, you must notify the court immediately.

Si ud. no tiene dinero para pagar a un abogado, es posible que pueda recibir consejos legales gratuitos si se comunica con Servicios Legales (Legal Services) al _____. Si tiene dinero para pagar a un abogado pero no conoce ninguno puede llamar a Servicios de Recomendación de Abogados (Lawyer Referral Services) del Colegio de Abogados (Bar Association) de su condado local al _____.

Es posible que pueda recibir asistencia con la vivienda si se comunica con la agencia de asistencia pública (welfare agency) de su condado al _____, teléfono _____.

Si necesita un interprete o alguna acomodación para un impedimento físico, tiene que notificárselo inmediatamente al tribunal.

Date: _____

Clerk of the Superior Court

COURT OFFICER'S RETURN OF SERVICE (FOR COURT USE ONLY)

Docket Number: _____	Date: _____	Time: _____
WM ___ WF ___ BM ___ BF ___ OTHER _____	HT _____	WT _____ AGE ___ MUSTACHE ___
BEARD ___ GLASSES ___		
NAME: _____	RELATIONSHIP: _____	
Efforts Made to Personally Serve		

Description of Premises if Posted		

I hereby certify the above to be true and accurate: _____		
Special Civil Part Officer		

Appendix XI-X Verified Complaint – Residential Landlord Tenant

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Plaintiff or Filing Attorney Information:

Name _____
NJ Attorney ID Number _____
Address _____

Email _____
Telephone Number _____

Superior Court of New Jersey
Law Division, Special Civil Part
_____ County

Docket Number: LT _____

Name of Plaintiff(s)/Landlord(s),
referred to as "Plaintiff,"
v.

Civil Action

**Verified Complaint
Residential Landlord Tenant**

Name of Defendant(s)/Tenant(s).
referred to as "Tenant."

- Non-payment of Rent
- Other (Required Notices Attached)

Address of Rental Premises: _____

Tenant's Phone Number: _____

Tenant's Email: _____

1. The owner of record is (name of owner) _____.
2. Plaintiff is the owner owner's agent owner's assignee owner's grantee
 sublessor.
3. The owner is: an individual(s); sole proprietorship; general partnership
 a professional corporation; limited liability company; or other.
4. The landlord did did not acquire ownership of the property from the tenant(s).
5. The landlord has has not given the tenant(s) an option to purchase the property.
6. The property is is not owner-occupied with two or less rental units.

Appendix XI-X Verified Complaint – Residential Landlord Tenant

- 7. The rental property is is not registered as required by the Landlord Identity Law, N.J.S.A. 46:8-28.
- 8. The tenant was was not given a copy of the registration.
- 9. The property is is not exempt from registration requirement. If exempt, state specific exemption: _____
- 10. The tenant is is not currently in possession of the rental unit without the consent of the landlord.
- 11. There is an oral lease or a written lease. If there is a written lease:
 - a. It has has not been attached.
 - b. The written lease does does not exceed ten pages. The relevant portions of the lease must be attached, and must include:
 - any provisions specifying fees and charges as “additional rent”
 - any provisions outlining landlord’s notice obligations under any rental assistance program.
 - any provisions outlining grounds for eviction under any rental assistance program.
- 12. Check here if the tenancy is subsidized pursuant to either a federal or state program or the rental unit is public housing. Specify type of subsidy: _____
- 13. Required notices have been have not been served on tenant and/or Housing Authority and are are not attached to the complaint.

Non-Payment of Rent

- 14. The base rent for the rental unit is \$_____, payable on the _____ day of each month or week.
- 15. There is due, unpaid and owing from **tenant** base rent as follows:

Note: This does not include rent owed by DCA or other provider.

\$ _____ base rent for _____ (specify the week or month)
\$ _____ base rent for _____ (specify the week or month)
\$ _____ base rent for _____ (specify the week or month)
\$ _____ base rent for _____ (specify the week or month)
\$ _____ base rent for _____ (specify the week or month)

Total Base Rent Due from Tenant \$ _____

- 16. The rental unit is located in the municipality of _____ The rental unit is is not subject to a rent control or rent leveling ordinance.
- 17. Late fees, attorneys’ fees, or other charges are are not specified in the written lease as “additional rent.”

Appendix XI-X Verified Complaint – Residential Landlord Tenant

18. There is due from tenant "additional rent."

Note: Only late fees, attorneys' fees and other charges that are specified as "additional rent" in the written lease, and are permitted by applicable federal, state, and local laws may be included below.

- \$ _____ late charges for _____ (specify the week or month)
- \$ _____ late charges for _____ (specify the week or month)
- \$ _____ late charges for _____ (specify the week or month)
- \$ _____ late charges for _____ (specify the week or month)
- \$ _____ late charges for _____ (specify the week or month)
- \$ _____ Other _____ (specify charge and month)
- \$ _____ Other _____ (specify charge and month)
- \$ _____ Other _____ (specify charge and month)
- \$ _____ Other _____ (specify charge and month)
- \$ _____ Other _____ (specify charge and month)

\$ _____ Total Permissible Additional Rent Due.

19. The filing fees paid by the plaintiff for this case are \$ _____

20. **Total Amount Due \$ _____**
(Base Rent, Permissible Additional Rent and Filing Fees)

21. There is is not a written rent ledger for this tenant.

22. If there is a written rent ledger, it is is not attached to the complaint.

23. **The date that the next rent is due is (date) _____.**

If this case is scheduled for trial before that date, the total amount you must pay to
a. have this complaint dismissed is (Total from line 20) \$ _____.

b. If this case is scheduled for trial on or after that date, the total amount you must pay to have this complaint dismissed is (Total from line 23(a) plus the amount of the next rent due) \$ _____.

These amounts do not include late fees or attorney fees for Section 8 and public housing tenants. Payment may be made to the landlord or the clerk of the court at any time before the trial date, but on the trial date payment must be made by 4:30 p.m. to get the case dismissed.

Reasons Other Than Non-Payment for Rent (Holdover)

24. Plaintiff seeks eviction for the following reason:

____ (Select from the list of Holder Causes of Action on the back of the Landlord Case Information Statement).

Explanation: (Attached additional sheets if necessary.)

Appendix XI-X Verified Complaint – Residential Landlord Tenant

Wherefore, plaintiff demands judgment for possession against the tenant.

Dated: _____

(Signature of Filing Attorney or Plaintiff Pro Se)

(Name of Attorney or Plaintiff Pro Se)

Appendix XI-X Verified Complaint – Residential Landlord Tenant

Landlord Verification

1. I certify that I am the landlord, general partner of the partnership, or authorized officer of a corporation or limited liability company that owns the premises in which tenant(s) reside(s).
2. I have read the verified complaint and the information contained in it is true and based on my personal knowledge.
3. The matter in controversy is not the subject of any other court action or arbitration proceeding now pending or contemplated and no other parties should be joined in this action except (list exceptions or indicate none):

4. I certify that confidential personal identifiers have been redacted from documents now submitted to the court, and will be redacted from all documents submitted in the future in accordance with *Rule* 1:38-7(b).
5. The foregoing statements made by me are true and I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

At the trial plaintiff will require:

An interpreter Yes No

Indicate language _____

An accommodation for a disability Yes No

Required accommodation _____

Note: Adopted as Appendix XI-X July 9,2008 to be effective September 1, 2008. Revised effective September 1, 2009; amended August 1, 2016, to be effective September 1, 2016; amended effective July 14, 2020. Amended July 31, 2025 to be effective September 1, 2025.