

**New Jersey Division on Civil Rights Multiple
Dwelling Reporting Rule (MDRR)
Frequently Asked Questions**



Where can I find the MDRR on-line filing web page?

Please visit the MDRR Portal at mdrr.njcivilrights.gov. Upon accessing the portal, you will be able to download and view a user guide that will enable you to, among other things, register a new complex, link to an existing complex, change your complex's status, and file your annual report. If you have any questions or tech support-related concerns, please contact us at DCRMDRR@njcivilrights.gov.

How should I prepare to file my annual MDRR report online?

Before completing the annual report, be sure that you have all of your MDRR records available, including information about unit breakdown, minimum/maximum rents, utilities provided, racial breakdown, turnover, number of Section 8 units, applicants, advertising and recruiting techniques, federal subsidy agency/monitor, and accessibility to persons with disabilities. Be sure to check your math before submitting your online report.

I recently acquired a property subject to the MDRR. Do I have to fill out an annual report, and how do I get started?

All properties subject to the MDRR must file an annual report. If you acquired a property during the past year, you are required to file this year's annual report. If the previous owner did not update the ownership status, you must register with our MDRR Portal at mdrr.njcivilrights.gov and register and file the report. Please consult the manual on the website for more information about registering a property. If you have any questions or problems, please contact us at DCRMDRR@njcivilrights.gov.

What happens if I don't file the MDRR report on time?

Property owners who fail to file the MDRR report on time (or at all) are in violation of the law and will be subject to a penalty. The penalty for reports that are more than 15 but less than 30 days late is \$100; for those more than 30 but less than 60 days late, the penalty is \$250; for those more than 60 but less than 90 days late, the penalty is \$500; for those that are more than 90 days late, the penalty may be as much as \$10,000.

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Is it legal to record and maintain racial breakdown information about my tenants/applicants for my housing complex?

Yes. The New Jersey Supreme Court has determined that the regulations requiring the report of racial demographic information of tenant by owners of a multiple dwellings with 25 or more units are lawful. Indeed, such data has been reported to the Division for more than 50 years. Please keep in mind that this information may not be collected, either orally or in writing, *prior* to the completion of the application process. It is unlawful to ask for the race of an applicant on an application or in an interview. And a housing provider may not use the information obtained to complete the report in a discriminatory manner.

What if I don't know a tenant's racial identification? How do I go about compiling the racial breakdown information for the first time?

In an effort to assist landlords in collecting the demographic racial information required by the MDRR, the Division developed the Tenant/Applicant Inquiry Form. This form can be downloaded and sent to your tenants to complete and return. The form can be found on the Division's web site at www.NJCivilRights.gov. Once on the website, click "Know the Law," then click "Multiple Dwelling Reporting Rule Filing" on the right-hand side, click "MDRR Forms" towards the bottom of the page, and then select the Tenant/Applicant Inquiry Form. The top half of the form is designed to educate your tenant/applicant about the MDRR prior to filling it out and returning it to you. You are not required to use this form.

But you must include a demographic designation for each tenant. If the tenant does not self-report the information, you may make a designation by visual observation.

How long must I maintain my MDRR records?

MDRR records must be maintained for a period of 3 years.

If a leaseholder moves into another apartment within the complex, would the move be considered a turnover?

Yes, you would be required to make the adjustment in the unit section of your report (e.g., if a leaseholder moved from a one-bedroom to a two-bedroom apartment, you must reflect that change).

Where is my block and lot number located?

You can locate your block and lot number on your tax bill, or you can call your local tax office.

What do I do if I have vacancies?

Record all of your apartment units, whether occupied or not, in the unit breakdown section; record only the leaseholders in the racial breakdown section.

What if a unit does not have a minimum and maximum rent?

Record the same rent amount in both the minimum and maximum sections.

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Can I maintain my racial breakdown information with my rental records?

No, you must keep this information separate from your rental records.

Where can I find my complex code and pin number?

Your complex code is composed of eight digits: the first character is alphabetical, followed by seven numbers. Your pin number is a four-digit number. Both can be found on the “official government notice” that you received in December. If you did not receive the “official government notice” please contact DCR's MDRR Unit at 609-376-3295 or by e-mail at DCRMDRR@NJCivilRights.gov. Leave your name, complex name, complex address and phone number. Please speak clearly when leaving your message.

What if I cannot file the form online, can I send in a paper form?

No, DCR’s regulations require owners to file MDRR annual reports electronically. If you are having difficulty completing the MDRR annual report via the MDRR Portal, please contact DCR’s MDRR Unit at 609-376-3295 or by e-mail at DCRMDRR@NJCivilRights.gov.

I need technical assistance, who do I contact?

Please contact DCR’s MDRR Unit at 609-376-3295 or by e-mail at DCRMDRR@NJCivilRights.gov for assistance.