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New Jersey Division on Civil Rights

Multiple Dwelling Reporting Rule (MDRR)

N.J.A.C. 13:10-1.1–13:10-2.7

N.J.A.C. 13:10-1.1

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**NJ - New Jersey Administrative Code PAW ET Table of Contents TITLE 13. LAW AND PUBLIC
SAFETY CHAPTER 10. MULTIPLE DWELLING REPORTS SUBCHAPTER 1. DEFINITIONS**

§ 13:10-1.1 Words and phrases defined

The following words and phrases, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise. (Unless the context indicates to the contrary, all terms used in this rule have the same meanings as at N.J.S.A. 10:5-1 et seq.)

"Applicant" means any person considered for, or who requests to be considered for, tenancy within an available or soon-to-be-available rental dwelling unit. "Applicant" does not include a person who submits a "pre-application," or a request to be included on a waitlist.

"Barrier free" means adequate and sufficient features which are available in buildings or structures so as to make them accessible to and usable by people with physical disabilities.

"Dwelling unit" means a room or rooms forming one residence, such as an apartment, condominium, duplex, townhome, or single-family home, that is occupied or intended to be occupied for sleeping or dwelling purposes by one or more persons.

"Dwelling unit rental turn-over" means a change of leaseholder.

"Known occupant" means any person, regardless of age, known to a landlord to reside in a dwelling unit at the time the landlord contracted for the dwelling unit rental, orally or in writing.

"Leaseholder" means the party with whom the landlord has contracted for the dwelling unit rental, whether the contracting be orally or in writing. It shall include any sublettee or assignee of the contract where notice or approval of subletting or assignment is a condition of the contract.

"Multiple dwelling" means 25 or more dwelling units situated at the same general location, or across various locations within the State of New Jersey, and operated under one management or with ownership in common. Multiple single-family dwelling units operated under one management or with ownership in common, even if geographically spread out, shall be considered a multiple dwelling for the purposes of this rule. "Multiple dwelling" does not include long-term health care facilities licensed by the New Jersey Department of Health pursuant to N.J.S.A. 26:2H-1 et seq., or academic housing owned or operated by colleges and universities for the exclusive use of their students, such as dormitories.

History

HISTORY:

Amended by R.1994 d.203, effective April 18, 1994.

See: 26 N.J.R. 901(a), 26 N.J.R. 1666(b).

Amended by R.2025 d.038, effective April 7, 2025.

See: 56 N.J.R. 1936(a), 57 N.J.R. 711(a).

Rewrote the section.

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SAFETY CHAPTER 10. MULTIPLE DWELLING REPORTS SUBCHAPTER 2. REPORTING**

§ 13:10-2.1 Purpose

The provisions of this chapter are adopted to enable the Division on Civil Rights to study patterns of housing occupancy, investigate patterns or practices of housing discrimination and affirmatively enforce the Law Against Discrimination, N.J.S.A. 10:5-1 et seq.

History

HISTORY:

Amended by R.1994 d.203, effective April 18, 1994.

See: 26 N.J.R. 901(a), 26 N.J.R. 1666(b).

Amended by R.2025 d.038, effective April 7, 2025.

See: 56 N.J.R. 1936(a), 57 N.J.R. 711(a).

Inserted "patterns or" and the second occurrence of "housing", and substituted "enforce" for "administer".

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§ 13:10-2.2 Persons required to report

- (a)** The owner or owners of a multiple dwelling shall file an annual report with the Division on Civil Rights concerning the demographic composition of each multiple dwelling, whether any of its buildings or developments are barrier free, and factors affecting its composition.
- (b)** Where there are multiple owners of a multiple dwelling and the multiple dwelling is operated as one unit, a consolidated report may be filed.
- (c)** A property manager or other individual responsible for the operation of a multiple dwelling may file the report on behalf of an owner or owners of a multiple dwelling.

History

HISTORY:

Amended by R.1994 d.203, effective April 18, 1994.

See: 26 N.J.R. 901(a), 26 N.J.R. 1666(b).

Amended by R.2025 d.038, effective April 7, 2025.

See: 56 N.J.R. 1936(a), 57 N.J.R. 711(a).

Rewrote the section.

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§ 13:10-2.3 Form and contents of report

(a) The report shall be submitted on forms approved by the Attorney General and said forms shall be available on the website of the Division on Civil Rights (www.NJCivilRights.gov).

(b) The report shall include information concerning:

- 1.** Racial/ethnic designation, gender, and familial status of rental applicants, dwelling unit leaseholders, and known occupants;
- 2.** Whether rental applicants, dwelling unit leaseholders, and known occupants receive rental assistance, including, but not limited to, Section 8 housing choice vouchers;
- 3.** Dwelling unit rental turn-overs;
- 4.** Dwelling unit rental recruiting techniques;
- 5.** Rental rates and dwelling unit sizes;
- 6.** Whether the multiple dwelling is barrier free; and
- 7.** Such other information as the Attorney General determines is necessary to effectuate the purposes of this rule.

(c) The owner or owners of the multiple dwelling must provide leaseholders with the current Division on Civil Rights MDRR Tenant/Applicant Inquiry document when they provide leaseholders with a signed copy of the lease and with every offer of lease renewal, or on an annual basis if the lease term is one year or less, and may provide leaseholders with the current form at additional times, in order for occupants to voluntarily report information to facilitate the owner's or owners' obligation to report accurately.

(d) The owner or owners of the multiple dwelling are prohibited from requesting the information in this section from an applicant prior to the completion of their application process. The owner or owners must

provide applicants with the Division on Civil Rights MDRR Tenant/Applicant Inquiry document upon their completion of their application process.

(e) The owner or owners of the multiple dwelling are prohibited from requiring a leaseholder, a known occupant, or an applicant to complete the MDRR Tenant/Applicant Inquiry document.

(f) The owner or owners are required to report for each known occupant and applicant, to the best of their knowledge, even when a tenant or applicant does not voluntarily complete the Division on Civil Rights MDRR Tenant/Applicant Inquiry document, unless otherwise specified on the reporting forms.

(g) The process of collecting any information from leaseholders, known occupants, and applicants related to this chapter shall not be used to harass, discriminate against, or intimidate a leaseholder, an occupant, or an applicant. The owner or owners are prohibited from taking any adverse action, including raising rent, against a tenant or occupant on the basis of information provided by tenants or occupants related to this chapter. Nothing in this section is intended to require or permit owners, property managers, or other individuals responsible for the operation of a multiple dwelling to enter a dwelling unit without the permission of a leaseholder or occupant, or to otherwise conduct an investigation for the purpose of collecting information related to this chapter.

(h) The report shall contain a certification by the filer that the information provided in the report is true and correct to the best of their knowledge.

(i) Nothing in this section is intended to conflict with or otherwise affect an owner or property manager's obligations pursuant to the Fair Chance in Housing Act, N.J.S.A. 46:8-52 through 64.

History

HISTORY:

Amended by R.1994 d.203, effective April 18, 1994.

See: 26 N.J.R. 901(a), 26 N.J.R. 1666(b).

Amended by R.2004 d.126, effective April 5, 2004.

See: 35 N.J.R. 5366(a), 36 N.J.R. 1813(a).

In (a), inserted a reference to the Division on Civil Rights website.

Amended by R.2008 d.246, effective August 18, 2008.

See: 39 N.J.R. 3715(a), 40 N.J.R. 4818(b).

In (a), deleted ", at any office of the Division on Civil Rights or other place so designated by the Attorney General" from the end.

Amended by R.2017 d.182, effective October 2, 2017.

See: 49 N.J.R. 717(a), 49 N.J.R. 3360(a).

In (a), updated the website.

Amended by R.2025 d.038, effective April 7, 2025.

See: 56 N.J.R. 1936(a), 57 N.J.R. 711(a).

Rewrote (b) and added (c) through (i).

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§ 13:10-2.4 Filing of reports

- (a)** One copy of the report shall be filed with the Division on Civil Rights on a yearly basis. The report shall be filed electronically using the filing portal at <https://mdrr.njcivilrights.gov>.
- (b)** The report shall be due on January 30 of each year. Each annual report shall include information for January 1 through December 31 of the preceding year.
- (c)** The date of filing of a report filed through the Division on Civil Rights' filing portal shall be the date the report is submitted in full on the website and an acknowledgment of receipt is issued.

History

HISTORY:

Amended by R.1979 d.112, effective March 15, 1979.

See: 11 N.J.R. 203(a).

Amended by R.1994 d.203, effective April 18, 1994.

See: 26 N.J.R. 901(a), 26 N.J.R. 1666(b).

Amended by R.2004 d.126, effective April 5, 2004.

See: 35 N.J.R. 5366(a), 36 N.J.R. 1813(a).

In (a), added the second sentence; rewrote (b); added (c).

Amended by R.2008 d.246, effective August 18, 2008.

See: 39 N.J.R. 3715(a), 40 N.J.R. 4818(b).

In (a), substituted "shall" for "may" and deleted "or by delivering a copy of the report to the Division's office" from the end; and in (c), deleted the former last sentence.

Amended by R.2025 d.038, effective April 7, 2025.

See: 56 N.J.R. 1936(a), 57 N.J.R. 711(a).

In (a), substituted "filing portal at <https://mdrr.njcivilrights.gov>" for "website of the Division on Civil Rights"; and in (c), substituted "Rights' filing portal" for "Rights website".

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§ 13:10-2.5 Maintenance of records

- (a)** The owner or owners of the multiple dwelling shall be responsible to maintain at all times records that pertain to the demographic and other data they are required to report pursuant to N.J.A.C. 13:10-2.3, Division on Civil Rights MDRR Tenant/Applicant Inquiry documents received from tenants and applicants, and such other records as the Attorney General determines is necessary to effectuate the purposes of these provisions.
- (b)** Such records shall be kept on file for a period of three years and shall be produced for inspection upon request of the Division on Civil Rights during business hours.
- (c)** Such records shall be kept confidential, except for the purposes of reporting as required by this chapter and separate from all other tenant files and rental records.

History

HISTORY:

Amended by R.2025 d.038, effective April 7, 2025.

See: 56 N.J.R. 1936(a), 57 N.J.R. 711(a).

Rewrote (a) and added (c).

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§ 13:10-2.6 Violations

Failure to comply with this chapter shall constitute a violation of the Law Against Discrimination, N.J.S.A. 10:5-1 et seq.

History

HISTORY:

Amended by R.1994 d.203, effective April 18, 1994.

See: 26 New Jersey Register 901(a), 26 New Jersey Register 1666(b).

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§ 13:10-2.7 Late filing and false reporting penalties

(a) An owner or owners of a multiple dwelling who files a report more than 15 calendar days after the time for filing reports set forth at N.J.A.C. 13:10-2.4, but not later than 30 calendar days after such time for filing, shall be subject to a penalty for late filing of \$ 500.00.

(b) An owner or owners of a multiple dwelling who files a report more than 30 calendar days after the time for filing reports set forth at N.J.A.C. 13:10-2.4, but not later than 60 calendar days after such time for filing, shall be subject to a penalty for late filing of \$ 1,000.

(c) An owner or owners of a multiple dwelling who files a report more than 60 calendar days after the time for filing reports set forth at N.J.A.C. 13:10-2.4, but not later than 90 calendar days after such time for filing, shall be subject to a penalty for late filing of \$ 1,500.

(d) An owner or owners of a multiple dwelling who files a report more than 90 calendar days after the time for filing reports set forth at N.J.A.C. 13:10-2.4 shall be subject to a penalty for late filing of \$ 2,500.

(e) An owner or owners of a multiple dwelling who submit a false report shall be subject to a penalty for false reporting in an amount designated by the Director of the Division on Civil Rights pursuant to N.J.S.A. 10:5-14.1a. The Director of the Division on Civil Rights shall also require the filing of a corrected report.

(f) Payment of the fees pursuant to (a), (b), (c), (d), and (e) above shall be transmitted in the form of a check made payable to "Treasurer--State of New Jersey."

(g) The Director of the Division on Civil Rights may, in their discretion, waive all or part of the penalties incurred with the late filing of a report or reports for good cause shown, so long as such waiver would not

compromise the purpose of the reports as set forth at N.J.A.C. 13:10-2.1. An owner of a multiple dwelling may apply to the Director of the Division on Civil Rights for a waiver or relaxation of the penalties incurred because of the late filing or failure to file a report or reports. Such request shall be submitted electronically on the filing portal at <https://mdrr.njcivilrights.gov> and shall set forth, with specificity, the owner's reasons for late filing or failure to file. If applicable, documentation supporting the request should be included. The Director may consider such factors as the owner's previous filing history, the owner's promptness in filing the report upon notice of delinquency, Division on Civil Rights' resources expended on addressing the delinquency, and any exceptional circumstances related to the delinquency (which may include an owner's undue hardship, economic or otherwise).

(h) The Director of the Division on Civil Rights may, in their discretion, issue a Notice of Violation for failure to comply with any of the requirements in this section, setting forth the required penalties and other fines deemed appropriate.

History

HISTORY:

New Rule, R.2004 d.126, effective April 5, 2004.

See: 35 N.J.R. 5366(a), 36 N.J.R. 1813(a).

Amended by R.2017 d.182, effective October 2, 2017.

See: 49 N.J.R. 717(a), 49 N.J.R. 3360(a).

Section was "Late filing fees". Added (f).

Amended by R.2025 d.038, effective April 7, 2025.

See: 56 N.J.R. 1936(a), 57 N.J.R. 711(a).

Section was "Late filing penalties". Rewrote the section.

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