



**NJ Office of the Attorney General**

**CIVIL RIGHTS**

# FACT SHEET

## Multiple Dwelling Reporting Rule

Pursuant to the Multiple Dwelling Reporting Rule (MDRR) (N.J.A.C. 13:10-1 et seq.), property owners and/or managers in the State of New Jersey must provide to the Division on Civil Rights (Division) certain information concerning multiple dwelling units on an annual basis, including but not limited to the racial and ethnic composition of leaseholders and other relevant data. The purpose of this reporting requirement is to enable the Division to study patterns of housing occupancy, to investigate practices of discrimination and to affirmatively administer the Law Against Discrimination (N.J.S.A. 10:5-1 et seq.). The Director of the Division is authorized to assess penalties against those property owners or managers who fail to comply with the MDRR in a timely fashion.

### Who is required to report?

The owner or owners of every apartment complex with 25 or more units must e-file an annual report available on the Division's web site [www.NJCivilRights.gov](http://www.NJCivilRights.gov).

### When is the report due?

Reports are due to the Division each year by January 31st covering the period of January 1st through December 31st of the prior year.

### What are the late filing penalties for submitting the MDRR form after the deadline?

If a report is filed more than 15 calendar days late (after February 15th), the property owner(s) is/are subject to a late filing penalty of \$100.00. If the report is more than 30 but less than 60 days late (after March 1st) the late filing penalty is \$250.00. If the report is more than 60 but less than 90 days late (after March 31st) the penalty for late filing is \$500.00. The filing of an MDRR report that is more than 90 days late is subject to a penalty designated by the Director of the Division on Civil Rights pursuant to N.J.S.A. 10:5-14.1a, which can be up to \$10,000 for a first offense, up to \$25,000 for a second offense, and up to \$50,000 for a third or subsequent offense. N.J.A.C. 13:10-2.7.

### Do owners of condominium complexes have to submit a report?

If one person or entity owns 25 units or more within the complex, that person or entity is required to file a report on those units.

### When identifying the race or national origin of a family occupying a unit in a multiple dwelling, which individual person in the family determines the category of the family?

The lease holder(s).

### How do you classify a unit when there are leaseholders of different racial/ethnic groups?

Individuals belonging to a protected class under the LAD are always identified on the annual report. If multiple leaseholders on the same lease are of different protected classes, then the percentage should be noted for each class (e.g., Black .50 & Latino .50).

### How is race/ethnicity defined?

**Black or African-American:** a person having origins in any of the original peoples of Africa.

**Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish origin or culture, or a person having a Spanish surname.

**Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including but not limited to Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

**American Indian or Alaskan Native:** a person having origins in any of the original peoples of North or South America.

**Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

**White or Caucasian:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

### Is it legal to ask for, record and track racial/ethnic information of leaseholders in an apartment complex?

Yes. The New Jersey Supreme Court has ruled that the Division on Civil Rights may obtain such information in order to fulfill its mission to eliminate unlawful discrimination in housing. See N.J. Builders, Owners and Managers Association v. Blair, 60 N.J. 330 (1972).

### How should one maintain MDRR data?

It should be recorded on the MDRR Tenant/Applicant Inquiry form separate from rental applications and records.

### How long do I have to maintain MDRR records?

Pursuant to N.J.A.C. 13:10-2.5(b), such records shall be kept on file for a period of three years.

### When a property is sold, or there is a change in the name and/or address of the owner, who is responsible for notifying the Division of the change?

The property owner on file with the Division must report any change in ownership, or any change in the owner's name or address, by completing the MDRR Change of Status form available on the Division's web site at [http://www.nj.gov/oag/dcr/downloads/mdrr\\_change\\_of\\_status.pdf](http://www.nj.gov/oag/dcr/downloads/mdrr_change_of_status.pdf).



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The Department of Law & Public Safety, through its Division on Civil Rights, is responsible for enforcing the law. To file a complaint, contact or visit the office nearest you:

**Atlantic City Regional Office:**

1325 Boardwalk, Tennessee Ave. & Boardwalk  
Atlantic City, NJ 08401  
Phone: (609) 441-3100 • Fax: (609) 441-3578

**Camden Regional Office:**

One Port Center, 4th Floor, Suite 402  
2 Riverside Drive, Camden, NJ 08103  
Phone: (856) 614-2550 • Fax: (856) 614-2568

**Newark Regional Office:**

31 Clinton Street, Newark, NJ 07102  
Phone: (973) 648-2700 • Fax: (973) 648-4405

**Trenton Regional Office:**

140 East Front Street / P.O. Box 090  
Trenton, NJ 08625-0090  
Phone: (609) 292-4605 • Fax: (609) 984-3812

Visit our web site at [www.NJCivilRights.gov](http://www.NJCivilRights.gov)

## MULTIPLE DWELLING REPORTING RULE TENANT/APPLICANT INQUIRY

The New Jersey Law Against Discrimination, *N.J.S.A. 10:5-1 to -49*, makes it unlawful to discriminate in the sale or rental of housing based on a person's race, creed, color, national origin, ancestry, nationality, affectional or sexual orientation, disability, gender, marital status, familial status (whether you have a child, a parent-child relationship with a minor, or you are pregnant), lawful source of income or rental subsidy used for rental payments.

The New Jersey Division on Civil Rights is the State agency that is authorized to enforce the Law Against Discrimination. Under the Division's Multiple Dwelling Reporting Rules, *N.J.A.C. 13:10-1.1 to -2.6*, the Division requires landlords to collect and record information about applicants for apartment rentals and tenants in apartment complexes throughout New Jersey. The Multiple Dwelling Reporting Rule requires landlords to provide a summary of this information to the Division and to retain the information on this form. The information is used to prevent and eliminate discrimination in housing. Your cooperation in filling out this form will assist the Division in enforcing the Law Against Discrimination.

Please note that, although landlords must record certain information about the race and ethnicity of applicants and tenants, it is unlawful to record or ask applicants or tenants about other characteristics such as religion, gender, marital status or affectional or sexual orientation.

If you feel you have been denied housing or treated differently for one of the reasons listed above, you may contact the Division on Civil Rights at (609) 984-3138 for referral to a local Division office for additional information or assistance.

Visit the Division on Civil Rights Web site at: [www.NJCivilRights.org](http://www.NJCivilRights.org)

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**E**

Tenants/applicants: Fold & tear along dotted line and retain top portion for your records

## MULTIPLE DWELLING REPORTING RULE TENANT/APPLICANT INQUIRY

If the tenant/applicant chooses not to complete this form, the landlord or the landlord's representative is required to conduct a visual observation of the tenant or applicant and then complete this form as accurately as possible.

**This form is not intended to be a part of the rental application process and must be kept separate and apart from rental records.**

☐ Tenant ☐ Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Race/Ethnicity: Please check all that apply to leaseholders (tenants) or applicants.

- ☐ **Black or African American:** a person having origins in any of the original peoples of Africa
- ☐ **Hispanic or Latino:** a person of Cuban, Mexican, Puerto Rican, South or Central American or other Spanish origin or culture, or a person having a Spanish surname
- ☐ **Asian:** a person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
- ☐ **American Indian or Alaska Native:** a person having origins in any of the original peoples of North or South America
- ☐ **Native Hawaiian or Other Pacific Islander:** a person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
- ☐ **White or Caucasian:** a person having origins in any of the original peoples of Europe, the Middle East, or North Africa

Date: \_\_\_\_\_ Completed by: ☐ Tenant ☐ Applicant ☐ Landlord

If you have any questions regarding this inquiry please contact the Division on Civil Rights, Multiple Dwelling Unit at 609-984-3138 between the hours of 9:00 to 5:00 Monday through Friday, or e-mail the MDRR unit at [DCRMDRR@njcivilrights.org](mailto:DCRMDRR@njcivilrights.org).

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