



City of Sea Isle City

MUNICIPAL SERVICES - 2ND FLOOR

233 JOHN F. KENNEDY BLVD.

SEA ISLE CITY, NJ 08243

609-263-4461

01/17/2023

To All Rental Unit & Business Owners,

The State of New Jersey recently passed a new law mandating that all rental properties and business owners maintain liability insurance and provide proof of insurance to the municipality where the property is located. This law requires all business and or rental unit owners to maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000. Owners of multifamily homes, which is four or fewer units, one of which is owner occupied, shall maintain liability insurance for negligent acts in an amount no less than \$300,000.

Therefore you are required to submit the required proof of insurance with your mercantile license /rental permit. Failure to do so will delay issuance of your permit and subject the business / property owner to a fine and penalty.

If you have any questions please do not hesitate to reach out to my office.

Thank you,
CITY OF SEA ISLE CITY

Shannon Romano, RMC, CMR

**TO: City Clerk, City of Sea Isle City, New Jersey
233 JFK Blvd. 2nd Flr., Sea Isle City, New Jersey 08243**

The applicant fully understands the following:

1. The owner shall comply with the rules and regulations of the State of New Jersey and the City of Sea Isle City and understands that the premises shall be subjected to inspection by the Construction Official of the City during reasonable hours in order that said official might ascertain if dwelling complies with the provisions of Revised General Ordinances, Chapters 3, 4, 11.
2. It shall be the responsibility of the owner and the tenant of any registered apartment to comply with the tenant registration responsibilities, of Revised General Ordinances, Chapter 3 and the noise regulations contained in Chapters 3 and 11.
3. The rental permit is issued to this owner (permittee) for the property location identified and cannot be transferred 11-3.3d.

The undersigned certifies that the information supplied herein is true and correct. If the rental property is rented by a real estate agent or agency, that agent or agency shall be the contact person for the property. If the owner rents the property privately, the undersigned certifies that the contact person has been notified and agrees to receive notice of violations of the Revised General Ordinances Sections 11-1 through 11-5.3. By signing, the undersigned certifies that the contact person is a Cape My County resident for the period of the lease.

Owner Daytime Phone # _____

Owner Nighttime Phone # _____

Address of Permanent Residence

Email Address

Print Name

Signature of Owner

Location of Sea Isle City Property _____

Contact Person for the Property _____
(Name and Address) ****MUST BE A CAPE MAY COUNTY RESIDENT****

Daytime Phone _____
(CONTACT PERSON)

Nighttime Phone _____
(CONTACT PERSON)

Real Estate Agent(s) or Agency(ies) (If applicable) _____

Maximum # of occupants per unit _____

Application for a Mercantile License for Rental Units - Revised General Ordinances Chapters 3, 4, 11

EFFECTIVE 05/01/2023 THRU 04/30/2024

\$150.00 PER RENTAL UNIT

This form must be returned with your payment by 05/01/2023 - Late Fee After 05/31/2023 is \$200.00

Any person or persons who violate any of the provisions of Revised General Ordinance Chapter 11, shall upon conviction hereof, be punished by a fine not exceeding one thousand dollars (\$1,000.00). A separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

***Revised General Ordinances
Chapters 3, 4, 11***

Any person who fails to obtain a license pursuant to the Revised General Ordinances Chapter 4-1 et seq. shall upon conviction before the Judge of the Municipal Court be liable to pay a penalty up to \$1,000.00. Each and every day in which a violation exists shall constitute a separate violation.

CERTIFICATE OF SELF-INSPECTION**RENTAL UNIT MERCANTILE LICENSE**

ALL QUESTIONS MUST BE FULLY ANSWERED AND DATE MUST BE SUPPLIED OR THE CERTIFICATION WILL BE DEEMED INCOMPLETE AND RETURNED. IF THE CERTIFICATION OF SELF-INSPECTION BELOW IS ACCEPTED AS FILED, A PERMIT WILL BE ISSUED PRIOR TO ANY INSPECTION OF THE RENTAL PROPERTY. PLEASE COMPLETE BOTH SIDES OF THE FORM.

If comments or explanatory material are to be provided, attach a separate sheet, which will be considered part of the Certificate of Self Inspection.

I _____, the owner of the property, located at
_____ Sea Isle City, New Jersey, Block _____

Lot _____, am of full age and certify the following:

Please answer all questions with Yes, No or Not Applicable (N/A):

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
1. Does your rental property have any exterior Rotted deck boards, posts or railings?	_____	_____	_____
2. Are all entrance and exit doors fully operative and unobstructed?	_____	_____	_____
3. Are all entrance and exit doors equipped with operational locks?	_____	_____	_____
4. Are all windows in the rental premises unbroken and operative?	_____	_____	_____
5. Is the roof free from leaks?	_____	_____	_____
6. Are there any exposed or frayed wires in use in any part of the rental premises?	_____	_____	_____
7. Are all floors and walls without rot or decay and the ceilings without cracks or sags?	_____	_____	_____
8. Are all plumbing fixtures without leaks and in operable condition?	_____	_____	_____
9. Are there any electrical outlets or lighting fixtures in the kitchen or bathroom which are ungrounded?	_____	_____	_____
10. Are all flushes fully operational in the bathrooms?	_____	_____	_____
11. Is the ventilation for all interior rooms clear and unobstructed?	_____	_____	_____
12. Are the gas heating unit or units operable and property ventilated?	_____	_____	_____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
13. Are the decks and porches properly supported without sagging or unsafe boards?	_____	_____	_____
14. Are there a sufficient number of trash receptacles with lids for the interior and exterior of rental premises?	_____	_____	_____
15. Are all occupancy regulations for the rental premises adhered to?	_____	_____	_____
16. Are smoke detectors installed within ten (10) feet of every bedroom door and equipped with batteries, which are replaced annually?	_____	_____	_____
17. Is there a portable fire extinguisher within 10' of the kitchen	_____	_____	_____
18. Have you informed your tenants that they must comply with the trash and recycling ordinances?	_____	_____	_____
19. Is the incoming electrical service sufficient to safely supply internal electrical use?	_____	_____	_____
20. What is the square footage of each rental unit excluding exterior storage and garage? (Must be completed for occupancy determination)	_____		
21. Is the property heated by gas, oil or electric?	_____		
22. If building has gas or an attached garage is there a working carbon monoxide detector on each floor?	_____		
23. List the number of bedrooms.	_____		
24. List the number of lavatories	_____		
25. I consent to the rental premises being inspected by the authorized City Inspectors on at least two (2) days notice	_____		
	(Signature)		

~~~CERTIFICATION~~~

I hereby certify that the above information is true to the best of my knowledge, information and belief. I am aware that if the foregoing information is willfully false, I am subject to penalties. Each person occupying the property is responsible for complying with all city ordinances.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Owner