

APPLICATION FOR A MERCANTILE LICENSE FOR RENTAL UNIT 05/01/2026 THRU 04/30/2027

SEA ISLE CITY RENTAL PROPERTY ADDRESS _____

PROPERTY OWNER NAME AND MAILING ADDRESS _____

OWNER PHONE# _____ **EMAIL ADDRESS** _____

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.

11-4.2 Contact Person to Be Designated. [Ord. No. 986 § 9; Ord. No. 1161 § IV]

Each applicant granted a permit hereunder shall be required in his or her application to designate a real estate agent or real estate agency that is handling the rental agreement or appoint a contact person that is a Cape May County Resident for the purpose of receiving notice of violations of the City Code.

CONTACT PERSON NAME AND ADDRESS _____

CONTACT PERSON PHONE NUMBER _____

LIST ALL SHORT-TERM RENTAL AGENCIES _____

RENTAL UNIT MAXIMUM # OF OCCUPANTS _____

REVISED GENERAL ORDINANCES *Chapters 3, 4, 11*

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.

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.

The undersigned certifies that the information supplied herein is true and correct and that all portions of the application and self-inspection are completed and payment and proof of liability insurance is enclosed (per NJ Law S1368 that states the owner of a business or the owner of a rental unit or units [to] maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence).

PRINT NAME _____

SIGNATURE _____ **DATE** _____

Return Application, Payment of \$150.00 and Certificate of Liability Insurance by
05/01/2026. Checks payable to the City of Sea Isle City.
Late Fee After 05/31/2026 is \$200.00.

I DO NOT RENT THE PROPERTY ABOVE:

SIGNATURE _____ **DATE** _____

Office Use Only.

Completed Application Self Inspection Check Certificate of Liability Insurance

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? <i>(Must be completed for occupancy determination)</i>	_____		
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.	_____		

~~~**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.

I consent to the rental premises being inspected by the authorized City Inspectors on at least two (2) days notice.

Date

*Signature of Owner*