



# City of Sea Isle City

MUNICIPAL SERVICES - 2ND FLOOR

233 JOHN F. KENNEDY BLVD.

SEA ISLE CITY, NJ 08243

609-263-4461

01/19/2024

To All Rental Unit & Business Owners,

The State of New Jersey passed a new law in January 2022 mandating that all rental properties and business owners maintain liability insurance and provide proof of insurance to the municipality where the property is located. Outlined below are the limits of liability.

***The owner of a business or the owner of a rental unit or units shall 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. However, the owner of a multifamily home which is four or fewer units, one of which is owner occupied, shall maintain liability insurance for negligent acts and omissions in an amount of no less than \$300,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence.***

Therefore, proof of proper liability insurance is required at the time of applying for your mercantile business license and or rental permit. Failure to submit fully completed applications along with proof of insurance will delay issuance of your rental permit and may subject the business /property owner to a fine and penalty if not obtained prior to June 1, 2024.

All units being rented privately, through a rental agency or through a short-term rental agency (examples but not limited to) VRBO, Airbnb and Evolve are all required to have a rental permit in order to rent units.

If you have any questions, please contact the Municipal Clerk's office at (609) 263-4461 extension 1200.

Thank you,  
CITY OF SEA ISLE CITY

Shannon Romano, RMC, CMR

**APPLICATION FOR A MERCANTILE LICENSE FOR RENTAL UNIT 05/01/2024 THRU 04/30/2025**

**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 (permitee) 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** \_\_\_\_\_

**This form must be returned with your payment of \$150.00 by 05/01/2024 - Late Fee After 05/31/2024 is \$200.00.**

**Please make checks payable to the City of Sea Isle City.**

**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?	_____	_____	_____

	<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>N/A</u></b>
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*