

CITY OF SEA ISLE CITY

MERCANTILE LICENSE FOR RENTAL UNIT

Dear Property Owner:

IMPORTANT: **IF YOU DO NOT RENT YOUR UNIT, YOU MAY DISREGARD THIS RENTAL APPLICATION NOTICE.**

1. Enclosed with this Memorandum is an application for a mercantile license for the period of May 1, 2010 through April 30, 2011.
2. Every rental property is required to complete both sides of the enclosed application and sign the application and certification. Both must be filled out completely and returned to the Office of the City Clerk. FAILURE TO COMPLETE APPLICATION AND CERTIFICATION OF SELF-INSPECTION MAY RESULT IN APPLICATION BEING DENIED AND MAILED BACK TO YOU.
3. Pursuant to Revised General Ordinance Chapter 11, each applicant shall be required to designate a contact person for each rental property. Each applicant shall be required to designate a real estate agent or real estate agency or appoint a contact person for the property for the purpose of receiving notice of violations. If the dwelling unit is privately rented, a contact person for the property must be a resident of Cape May County during the entire period the dwelling unit is rented.
4. Ordinance No. 1473 (2009) requires that permits purchased before May 31, 2010 will have a license fee of \$125.00 for each permit and all rental permits purchased June 1, 2010 or later will pay a late fee of \$175.00. Please make your check payable to the City of Sea Isle City and submit with the completed application and certificate of self-inspection. Please read both sides of the application carefully.

NOTE: IF YOU ARE SENDING A CHECK FOR SEASONAL BEACH BADGES AS WELL, IT MUST BE A SEPARATE CHECK. DO NOT COMBINE WITH RENTAL PERMIT CHECK.

5. All licenses will be mailed to the applicant along with a laminated information sheet that must be posted in each rental unit.
6. Licenses are numbered and will not be replaced if lost.
7. A current license must be displayed either in the door window or the closest window to the door at every rental unit within the corporate limits of the City of Sea Isle City at all times.

IMPORTANT NOTICE: IF YOU RENT YOUR PROPERTY, YOU MUST PURCHASE A RENTAL PERMIT. REMEMBER VIOLATORS MAY BE LIABLE TO PAY A PENALTY BETWEEN \$500.00 AND \$1,000.00. EACH AND EVERY DAY IN, WHICH A VIOLATION EXISTS, SHALL CONSTITUTE A SEPARATE VIOLATION.

CITY OF SEA ISLE CITY
4416 Landis Avenue, Sea Isle City, NJ 08243
(609) 263-4461

www.seaislecitynj.us

BLOCK
LOT
QUAL

Total No. of units at this location _____
Total No. of rental units at this location _____
Telephone of property _____

(Please read the
reverse side before signing)

Location of Property _____

Contact Person for the property _____
(Written consent is required if using a realtor) (Name and Address) (Must be Cape May County Resident)

Daytime Phone _____ Nighttime Phone _____

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 5/01/2010 Thru 4/30/2011 \$125.00 per rental unit

This form must be returned with your payment by 5/01/2010 After 30 Day Grace Period Fee is \$175.00

PLEASE COMPLETE BOTH SIDES OF THIS APPLICATION OR PERMIT WILL NOT BE ISSUED

PLEASE KEEP THIS PART FOR YOUR RECORDS

**Mercantile License for Rental Units
Revised General Ordinances
Chapters 3, 4, 11**

RECEIPT

Check No. _____ Dated _____

was issued to: City of Sea Isle City

For a permit for a rental unit located at:

PLEASE REMEMBER:

Any Contact Person for your property must be a Cape May County Resident.

TO: City Clerk, City of Sea Isle City, New Jersey
4416 Landis Avenue, 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.

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 May County resident for the period of the lease.

Owner Daytime Phone # _____

Owner Nighttime Phone # _____

Signature of Owner

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 \$1000.00. 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.

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 boards, posts or rails?	_____	_____	_____
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 the floors and walls without rot or decay and the ceilings without cracks or sags?	_____	_____	_____
8. Are the 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 the flushes fully operational in the bathroom?	_____	_____	_____

	<u>YES</u>	<u>NO</u>	<u>N/A</u>
11. Is the ventilation for all interior rooms clear and unobstructed?	_____	_____	_____
12. Are the gas heating unit or units operable and property ventilated?	_____	_____	_____
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. Have you informed your tenants that they must comply with the trash and recycling ordinances?	_____	_____	_____
18. Is the incoming electrical service sufficient to safely supply internal electrical use?	_____	_____	_____
19. What is the square footage of each rental unit excluding exterior storage and garage? <i>(Must be completed to occupancy determination)</i>		_____	
20. Is the property heated by gas, oil or electric?		_____	
21. List the number of bedrooms.		_____	
22. List the number of lavatories		_____	
23. 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