

CITY OF ASBURY PARK  
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## **CURRENT SUMMER RENTAL POLICY GUIDE FOR 2017**

### **Please follow Summer Rental License Checklist to Safely Rent Your Property**

The season has returned for summer rentals, so residents are reminded that renting your home or condo is not just a matter of turning over the key. There are requirements which must be satisfied by owners before renting property between Memorial Day and Labor Day, and these apply whether the rental is for the entire period or a series of short-term rentals throughout the summer. They also apply to owners who rent their property online through rental websites, including but not limited to Air BnB, VRBO, Craigslist, Homeaway, and NJShortTermRentals.

In order to advertise, market and rent your residence during the summer season, a Summer Rental License must first be obtained from the Department of Code Enforcement. The simple process begins with obtaining zoning compliance from the City's Zoning Officer, approvals from several departments within the City, having a site inspection by Fire Safety and Code Enforcement, and paying a once-per-summer license fee of \$250.

#### **To get your Summer Rental License you must:**

- Obtain a Summer Rental License Application Form and Checklist, picked up at the Department of Code Enforcement.
- Visit the Zoning Officer, to obtain a Zoning Compliance Certificate.
- Visit the Tax and Sewer Office, to obtain confirmation that your tax and sewer payments are current.
- Visit the Building Department to obtain confirmation that there are no open Construction Permits for the property.
- Call or visit the Fire Department to schedule a Fire Safety Inspection at the property.
- Visit the Department of Code Enforcement, to schedule a Certificate of Occupancy inspection at the property, and confirm that all other departmental approvals have been acquired. This Department's inspection will confirm that the property complies with the City's Property Maintenance Code, and verify the exact number of legal bedrooms in the dwelling, and occupants permitted to sleep in those bedrooms, as per Code.

Once you have been issued a Summer Rental License and Certificate of Occupancy, you may proceed with advertising and marketing your property for short-term (less than thirty days), monthly, or seasonal rentals during the summer season.

The only other requirement to be satisfied during the summer is the submission of a completed Summer Rental Name Change Application form each time a new rental begins, and tenant occupancy changes during the summer season. The Name Change application form must include the names and requested information of all occupants or renters who will be in the property during the period between Memorial Day and Labor Day.

You can preview both the [Summer Rental License Application Form](#) and the [Summer Rental Name Change Application](#) form online at [CityofAsburyPark.com](http://CityofAsburyPark.com). Both of these forms must be picked up and completed for submission in carbonized triplicate at City Hall.

In order to make the process more convenient for residents, Certificate of Occupancy inspections are available on Saturday and Sunday, as well as during the week on Monday, Wednesday, and Friday.

**Only single family homes and condominiums** (permitted by the bylaws and/or Association) will be issued a summer rental license. Owners of units in two family or multi-family dwellings are not eligible for a summer rental license, and, if rented on a short-term basis, must obtain a certificate of occupancy each and every time tenants and occupancy changes throughout the summer, as per Chapter 12-7.2 of the [Code of the City of Asbury Park](#).

All provisions of the Summer Rental Ordinance, Chapter 12-8 et seq. of the Code of the City of Asbury Park, which delineates these policies and procedures, and all other applicable Ordinances and provisions of the City Code, including overcrowding and nuisance violations in connection with summer rentals, will be strictly enforced.

These policies will apply throughout the summer 2017 rental season.

For more information, contact Director of Code Enforcement Rob McKeon at [rob.mckeeon@cityofasburypark.com](mailto:rob.mckeeon@cityofasburypark.com) or 732-502-5741.