



Date: _____

Block: _____

Lot: _____

Qual.: _____

Address: _____

STR Permit Renewal – Departmental Approvals

DEPARTMENT SIGNATURE

Tax/ Sewer: _____
(All Payments Current)

Construction: _____
(All Permits Closed)

CITY OF ASBURY PARK
ONE MUNICIPAL PLAZA
ASBURY PARK, NJ 07712

PHONE: (732) 775-2100
FAX: (732) 775-0441



CITY COUNCIL
JOHN MOOR, MAYOR
AMY QUINN, DEPUTY MAYOR
EILEEN CHAPMAN
YVONNE CLAYTON
JESSE KENDLE

MICHAEL N. CAPABIANCO, CITY MANAGER
CINDY A. DYE, RMC, CITY CLERK

SHORT TERM RENTAL RENEWAL PROCESS

Applicants for a Short-Term Rental Permit and certificate of Inspection must complete the required application (attached), which includes submission of copies of all required documentation referenced in the below checklist, as well as executed Acknowledgement of Owner and Certification of STR Property Agent and/or Responsible Party (*as applicable*).

- FEES:** \$500.00 – New applicants
\$100.00 – Renewal application
\$85.00 – Reinspection Fee

Please use the following checklist as guide for a complete package.

Completed approval process of all City Departments, and Completed (attached) Departmental Renewal Approval form:

1. Tax and Sewer- confirmation by Tax Collector that all tax and sewer charge have been paid to date and are current;
2. Construction – confirmation by the Construction Department that there are no open building permits on the property in which the STR is located;

Attached to a concurrent with submission of the Permit Application, the owner MUST provide the following documents.

1. Proof of "principal residence" requirement by submission of a copy of a valid and current NJ Driver's License, NJ State issue Identification Card, or a Voters Registration.
2. Proof of a general liability insurance on the subject property, in a minimum amount of \$500,000.00, which policy must be in the name of the Owner/Application, and in full force and effect for the entire duration of the 12-month Permit period.

SHORT TERM RENTAL AND CERTIFICATE OF INSPECTION APPLICATION

A. SHORT TERM RENTAL PROPERTY LOCATION:

Street Address: _____

Lot/Block/Subdivision: _____

Category of STR: _____

B. SHORT TERM RENTAL PROPERTY OWNER:

Owner Name(s):* _____

Mailing Address: _____
(Must be physical street address; NO P.O. Box accepted)

City, State, Zip: _____

Primary Phone: _____ Cell/Secondary Phone: _____

Email Address: _____

*If Owner is an LLC, Corporation or Partnership, the following information MUST be included:

Individual Names of ALL Members of LLC, Principals of Corporation or Partners in Partnership: *(attach additional sheet if necessary)*

<u>NAME</u>	<u>ADDRESS (include street address, no PO Box)</u>	<u>PHONE NUMBER</u>
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____

C. RESPONSIBLE PARTY:

Primary Contact Name: _____

Company Name: _____

Mailing Address: _____ *(No P.O. Box accepted)*

City, State, Zip: _____

Contact Phone: _____

Email: _____

*(Must be individual designated and authorized by property owner to act on behalf of owner, responsible for all aspects of the STR and tenants conduct, and accept service of process on behalf of the owner)

ANNUAL REGISTRTION FEE:

\$500.00

RENEWAL FEE:

\$100.00

ADDITIONL FEES AS APPLICABLE:

\$85.00 Fee for reinspection

- Accepted forms of payment are Check or Money Order
- Checks shall be made payable to: ***"City of Asbury Park"***

I hereby certify that all of the above information which I provided in completing this STR Permit and CI application is true and accurate.

Owner's name printed: _____

Relationship to STR Property: _____

Signature of Property Owner or STR Property Agent

Date: _____

ACKNOWLEDGEMENT

By signing in the space below, the Property Owner or STR Property Rental Agent hereby certifies, affirms and acknowledges that he/she has read all of the information in this STR application package, is fully familiar with, and understands all requirements and property owner obligations set forth in the City of Asbury Park STR Ordinance, and agrees to comply with all responsibilities as outlined below, and as required by all applicable laws of the City of Asbury Park:

1. The STR property constitutes my (or if agent signing, the owner's) principal residence, as defined in Subsection 13-1000.3 of the STR Ordinance, or I am entitled to and eligible for an exemption from that requirement as set forth in Subsection 13-1000.4(d) of the STR Ordinance;
2. The phone number for the Responsible Party will be answered twenty-four (24) hours a day, seven (7) days a week, by a party with authority to address or coordinate problems associated with the STR dwelling unit. I understand that the Responsible Party is always the first number the City will call regarding complaints;
3. The Responsible Party resides within the local area, and is able to respond in person to complaints or emergencies within one (1) hour and correct violations within a reasonable amount of time;
4. The number of legal, on-site parking spaces available to the STR premises (consisting of legal off-street & adjacent on-street parking) is: _____. I understand that my agreement with STR occupants shall limit the number of vehicles permitted to be parked in connection with the STR to a MAXIMUM of one (1) vehicle per two (2) occupants in the STR property;
5. The address number of the STR residence is displayed and clearly visible, legible, and contrasting, from the street or private way on which the STR property fronts, as described in detail in the City of Asbury Park Municipal Code;
6. The Owner or Owner's STR Agent and Responsible Party agrees to make every effort to avoid and/or mitigate issues with on-street parking in the neighborhood in which the STR is located resulting from the STR, in order to avoid a shortage of parking for residents in the surrounding neighborhood;
7. I agree that my property will not be rented as a STR to anyone younger than twenty-one (21) years of age. I further agree that the primary occupant of any STR of my property, executing the STR Agreement between myself and the STR Occupant, will be over the age of twenty-one (21), and will be the party who will actually occupy the property during the term of the short-term rental. I understand that the primary occupant may have guests under the age of twenty-one (21) who may share and occupy the property with them;
8. All STR occupants will be informed by the Responsible Party of applicable City laws and regulations and Homeowner Association rules and regulations, concerning and regulating the STR, including but not limited to noise, vehicle parking, household garbage, and common area usage issues arising as a result of the STR;
9. I will not advertise the STR on any web-based listing site or list the property as a STR with a realtor, prior to obtaining a STR permit and CI properly issued by the City of Asbury Park. Further, I agree that I will include the STR Permit number issued by the City on each and every web-based listing of the property as a STR, in a conspicuous place on the ad (preferably the top of the page), so that said permit number is visible and able to be easily identified;
10. Each and every time there is a change of occupancy by transient occupants during the year when the STR permit is active, the STR property owner, or STR property rental agent must provide the City with information as to the identity of every transient occupant who will be occupying the STR property, on a form to be made available by the Department of Property Improvement and Neighborhood Preservation or in electronic format on the City website;

11. I understand that any misuse of STR rights granted by the City in connection with the issuance of the STR Permit, or the filing of multiple complaints pertaining to the STR with the City of Asbury Park or the City's Police Department may subject me to possible revocation of this permit and/or issuance of fines or penalties;
12. I certify that there have been no prior revocations or suspensions of this STR Permit or any City issued Certificate of Occupancy for the same property which is the subject of this STR Permit.

I hereby certify that the statements made in this Application and Acknowledgement are true and accurate, to the best of my knowledge. I understand that any false statements or information provided by me herein, or the violation of any of the above terms or provisions of the STR Ordinance, are grounds for denial of this STR Application, revocation of the STR Permit and issuance of fines or penalties by the Municipal Court of the City of Asbury Park. I further certify, affirm and acknowledge that I will adhere to all STR Permit conditions and regulations, as required by the applicable STR Ordinance of the City of Asbury Park.

Applicant Signature: _____ Date: _____

THIS SECTION TO BE COMPLETED BY CITY CODE ENFORCEMENT STAFF

- o Copy of valid and current state identification ___ YES ___ NO
- o Acknowledgement signed: ___ YES ___ NO
- o Short-Term Rental Property is a permitted use: ___ YES ___ NO
- o Copy of Condo Assoc. Letter: ___ YES ___ NO (as applicable)
- o Copy of Proof of Ownership: ___ YES ___ NO
- o Copy of liability insurance: ___ YES ___ NO
- o \$500.00 fee paid: ___ YES ___ NO
- o \$100.00 renewal fee paid: ___ YES ___ NO
- o \$85.00 CCO Fee paid: ___ YES ___ NO (as applicable)

Completed and Reviewed by: Staff Initials _____ Date: _____
 Rejected: _____ Under Review: _____ Approved: _____

Certificate of Inspection (CI) Issued: _____ YES _____ NO

STR Permit # _____

Date Permit and CI Issued: _____ Expiration Date: _____