

Instructions for Short Term Rental Tenant-Occupant Change Form

As per Chapter 13, Section 1000.6 (h) of the Code of the City of Asbury Park, New Jersey, all short term rental holders must complete and submit a change of tenant-occupant form each time the occupancy of the short term rental premises changes throughout the year.

Click here for the Short Term Rental Tenant-Occupant Change form:

<https://www.sdlportal.com/towns/nj/monmouth/asburypark/requests/certificate?rq=17>

Please note: A new Short Term Rental Tenant-Occupant Change form must be submitted every time occupancy changes during the period of the year for which the Short Term Rental Permit is valid. Failure to do so, or the submission of false, inaccurate or deficient information in connection with this process, will subject the property owner/permit holder to the issuance of a Summons for violation of this Code provision, resulting in a monetary fine and possible revocation of the short term rental permit for the premises.

The following information will be required to submit the Short Term Rental Tenant-Occupant Change form. Please ensure all information is correct and entered accurately.

1. **Property Information**: Requires the block, lot, street address of the property being short term rented, and the short term rental permit number. The permit number is in red on the top left corner of your STR Permit issued by the City, commencing with "2018 - _ _ _ _ ". (This is different than your Certificate of Inspection number).
2. **Property Owner Information**: Requires the name of the owner holding title to the property, and the owner's full address and phone number. If the owner is not an individual, the name of the entity should be inserted. The owner's address must include a physical street address – P.O. boxes are not permitted.
3. **Agent Information**: Requires the name, address and telephone number of any agent, realtor or property manager assisting or acting on behalf of the property owner in the short term rental process. Also include the name and phone number of the property owner's "Responsible Party", as defined in, and required by the Ordinance. This is an individual who must be available to City officials or Police officers, in the event that any issues arise during the course of the rental, and the property owner cannot be reached.
4. **Number of Legal Bedrooms and Rental Occupancy**: Insert the number of approved legal bedrooms as delineated on the Certificate of Inspection issued by the City's Housing Inspector. For each rental, insert the total number of occupants that will be staying in the property. This number should never exceed the permitted Maximum Occupancy listed on the Certificate of Inspection issued by the City's Housing Inspector.
5. **Rental Dates**: For each rental, insert the start date and end date of the rental, and then insert the total number of days of that rental.
6. **Main Tenant Information**: Insert the name, address, age and gender of the main tenant with whom you have entered into the rental agreement for the property, and who will be staying in the property.
7. **Occupants**: The full names, ages and gender for every occupant who will be staying in the property during the rental term must be included. The number of total occupants identified, plus the main tenant, should equal the number of the rental occupancy that you entered above, and should not exceed the Maximum Occupancy listed on the Certificate of Inspection issued by the City's Housing Inspector.

When all of the above information has been completed, please hit the "Submit" tab at the bottom of the page.

You will be directed to a page that says "Thank you. Your submission is complete.," where you will have the option to email or download the document you just submitted.