



# Borough of Seaside Park

CODE ENFORCEMENT OFFICE

732-793-5100  
Fax 732-375-3058

The Family Resort

313 SW Central Ave. • Seaside Park, New Jersey 08752

November 2014

Dear Seaside Park Property Owner:

Borough ordinance requires a permit each year for all buildings, which are rented or leased, for living purposes prior to occupancy. This requirement applies to all seasonal and year round rentals regardless of when occupancy began or length of rental term. The owner of any property which is rented or leased as a dwelling unit, without a current rental permit is subject to the issuance of a summons which carries a maximum \$2,000 fine.

In the event the Borough receives a total of three separate and verified complaints concerning the improper operation of the rental property, action will be taken.

Enclosed is an application for the renewal of the Rental Permit(s) for your property. The entire form must be completed or be deemed invalid. If Property Owner is a corporation, you must provide at least one person's full contact information including a 24 hour emergency telephone number. It is the responsibility of the property owner to schedule the required inspection and, if necessary, to arrange with the tenant or rental agent for access. All utilities including electric, water and gas (if applicable) must be operable for the inspection. All smoke and carbon monoxide detectors must also be in place and operable. As a friendly reminder, we have also included the "Landlord Identity Registration Form". Pursuant to N.J.S.A. 46:8-28 and 46:8-29 the form must be current and filed within 30 days of tenancy.

Please note the inspection deadlines and any late fees:

SUMMER SEASONAL RENTAL PERMITS - (April 15th to October 15th)

**§364-2** The nonrefundable application fee for a summer seasonal rental permit shall be \$75.00 for properties inspected and approved on or before June 1<sup>st</sup> of each year. After June 1<sup>st</sup> the nonrefundable application fee for a summer seasonal rental permit shall be \$100.00.

ANNUAL RENTAL PERMITS – (Expire on Dec 31<sup>st</sup>)

**§364-3** The nonrefundable application fee for an annual rental permit shall be \$75.00 for properties inspected and approved on or before March 1<sup>st</sup> of each year. After March 1<sup>st</sup> the nonrefundable application fee for an annual rental permit shall be \$100.00.

§ 364-9. Any dwelling unit which is required to be reinspected shall be required to pay a twenty-five-dollar reinspection fee per unit.

PLEASE BE ADVISED: Failure to be and remain current on all Borough property taxes and utilities will result in denial or revocation of rental permits. (§ 364-7)

**\*\*IF YOU ARE NOT RENTING IN 2015, PLEASE RETURN THE ENCLOSED FORM SIGNED AND DATED\*\***

If you have any questions or require any assistance, please call the Code Enforcement Office at 732- 793-5100.