

Mayor Mark Walsifer  
Council President Thomas Brennan  
Councilman James McCracken  
Councilwoman Patricia Wann  
Councilman Thomas Carvelli  
Administrator Edward Kirschenbaum



Borough of Belmar  
601 Main Street  
Belmar, NJ 07719  
Phone: 732-681-3700  
Fax: 732-681-3434  
[www.belmar.com](http://www.belmar.com)

## SUMMER RENTAL APPLICATION CHECKLIST

- **FEEES:** Payable to the Borough of Belmar

Fire Inspection & License: \$175  
Mercantile License Fee: \$40  
Tourism Fee: \$100 (Separate Check)

2<sup>nd</sup> Inspection (If initial fails) \$250

3<sup>rd</sup> Inspection (If 2<sup>nd</sup> fails) \$500

(Please note there is no guarantee re-inspections will be done before Memorial Day weekend).

- Taxes and Water/Sewer accounts paid in full
- Current water meter reading on file
- Animal House Bond paid in full if property has been determined to be an Animal House. List of all Animal House properties is located at [www.belmar.com](http://www.belmar.com), under the Code Enforcement section.

**Warning:** Please be sure to fill out the application completely and submit it with two separate checks. An inspection will not be granted until the form is filled out, including any signatures, initials, or check marks. **INCOMPLETE APPLICATIONS WILL RESULT IN A DELAY IN PROCESING TIME OF APPROXIMATELY 1 WEEK.**

**NO EXCEPTIONS!!**

BOROUGH OF BELMAR  
DEPARTMENT OF CODE ENFORCEMENT  
601 Main Street - P.O. Box A  
Belmar, N.J. 07719  
(732) 681-3700, EXT.235

APPLICATION AND CERTIFICATION IN LIEU OF AFFADAVIT FOR  
A SUMMER RENTAL LICENSE AND CERTIFICATE OF INSPECTION

Property Information (please print)

This application is for the Summer of: \_\_\_\_\_ (year)

Weekly Rental? Yes \_\_\_\_ No \_\_\_\_

Requested Inspection Date: \_\_\_\_\_ Time: \_\_\_\_\_

\*subject, in part, to the provisions of Belmar Ordinance 26 - 3.9

\_\_\_\_\_ License Number (OFFICE USE ONLY)

\_\_\_\_\_ Street Address of Property

\_\_\_\_\_ Floor or Unit Designation, if applicable

\_\_\_\_\_ Block \_\_\_\_\_ Lot

\_\_\_\_\_ Full name of Property Owner

\_\_\_\_\_ Address, if different than above

\_\_\_\_\_ Telephone Number

\_\_\_\_\_ Real Estate Agent

\_\_\_\_\_ Telephone Number

I \_\_\_\_\_ (print name of property owner) by way of certification, under oath, in lieu of affidavit say that:

1. I have retained a fully executed copy of any lease agreement executed by all adult persons who will be tenants of the dwelling unit, if a written lease agreement was made.
2. I have obtained a true and correct copy of the driver's license or, if not available, alternative proof of identification, for each adult tenant.
3. I have determined that each such adult tenant intends to reside in the dwelling unit for a duration of 175 days or less and as his or her temporary residence, and that he or she maintains a permanent residence elsewhere.
4. You must have complied with this paragraph and initial this line if the application is for a Summer Rental Unit that has not undergone changes in the configuration of the unit which would effect the occupancy rate and you have complied with paragraph 6B. If not the application will be processed, the inspection will occur, however, the Certificate of Inspection and/or the Summer Rental License will not be issued until this section has been initialed, dated and delivered to the Belmar Dept. of Code Enforcement.

4A. \_\_\_\_\_ I have obtained a certification (lease or affidavit) in accordance with Borough of Belmar Revised General Ordinances 26-3.5(b)(5)(d), advising of the occupancy limits of the unit, completed by each of the persons who will be tenants of the dwelling unit.

And, if an "Animal House Bond" pursuant to Ordinance section 26-11 et seq. is in effect on the property in which the dwelling unit is located, Section 4.B must also be complied with:

- 4B. \_\_\_\_\_ I have obtained a certification (lease or affidavit) in accordance with Borough of Belmar Revised General Ordinances 26-3.5(b)(5)(e), advising of the existence of an "Animal House Bond", completed by each of the persons who will be tenants of the dwelling unit.
5. I have paid in full any and all: Taxes, Water payments, Sewer payments, any other municipal charges, Certificate of Inspection fees, Mercantile License fees, Fire Inspection fees and Tourism fees.
6. I have: (check one)
  - 6A. \_\_\_\_\_ Submitted with this certification/application a legible and accurate floor plan in conformance with Belmar Ordinance 26-3.5(b)(6)
  - 6B. \_\_\_\_\_ Previously submitted a legible and accurate floor plan in conformance with Belmar Ordinance 26-3.5(b)(6) AND I further certify that there have been no changes to the rental unit since that time and that the previously submitted floor plan accurately reflects the current state of the rental unit.

7. **DESIGNEE OR PROPERTY MANAGER.** In accordance with Sections 26-3.5(a), or 26-3.5(b) of the Borough of Belmar Revised General Ordinances, as those Sections may be applicable to this application, I hereby designate the following person to maintain the documents and information required of a property owner and to produce these documents and information to any official or employee of the Borough of Belmar in accordance with a request made pursuant to Section 26-2.8 of the Revised General Ordinances of the Borough of Belmar.

\_\_\_ Initial here if you are also designating this person to accept service and/or comply with lawful orders of the Borough inspectors or police

\_\_\_\_\_ Full Name of Designee or Property Manager

\_\_\_\_\_ Business Name, if applicable

\_\_\_\_\_ Address

\_\_\_\_\_ Telephone Number

**DESIGNEE MUST READ SECTION 7 AND SIGN BELOW.**

I \_\_\_\_\_ (print name of designee or property manager) am aware of this designation by the property owner and I am further aware of the duties, responsibilities and penalties for being the property owner's designee.

I \_\_\_\_\_ (print name of designee or property manager) certify, swear and affirm, under oath, that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are wilfully false, I am subject to punishment.

\_\_\_\_\_ (Signature of Designee or Property Manager)

\_\_\_\_\_ (Date of Signature)

**NOTE:** An inspection will not be scheduled and a Certificate of Inspection and/or License will not be issued if all requirements of the Belmar Ordinances have not been complied with, including but not limited to: payment of taxes, municipal charges and applicable fees, inspection fees, and submission of a floor plan. If you do not have a Designee or Property Manager or if any sections do not apply, please write "N/A" in that section. (DO NOT LEAVE ANYTHING BLANK!)

8. **SIGNATURE OF PROPERTY OWNER.**

I \_\_\_\_\_ (print name of property owner) certify, swear and affirm, under oath, that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are wilfully false, I am subject to punishment.

\_\_\_\_\_ (Signature of Property Owner)

\_\_\_\_\_ (Date of Signature)

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OFFICE USE ONLY

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Inspector: You must complete this section before conducting any inspection of the property. For each line, initial if paid, submitted or complied with or mark "n/a" if not applicable. If the item has not been satisfied enter an "I" for incomplete and a dollar amount if applicable.

\_\_\_\_\_ Taxes

\_\_\_\_\_ Water & Sewer payments

\_\_\_\_\_ Animal House Bond (if applicable)

\_\_\_\_\_ Certificate of Inspection & Tourism fees

\_\_\_\_\_ Floor Plan

\_\_\_\_\_ Monday Recycling Pickup Stickers (if applicable)

\_\_\_\_\_ Monday Garbage Pickup Stickers (if applicable)