



Elaine L. Wallace, RMC, CMR  
Borough Clerk

## BOROUGH OF CAPE MAY POINT

POST OFFICE BOX 490  
CAPE MAY POINT, NJ 08212  
(609) 884-8468 / FAX: 609-884-1732  
www.capemaypoint.org

**Robert J. Moffatt, VMD**

*Mayor  
Commissioner Public Safety  
& Public Affairs*

**Anita vanHeeswyk**

*Deputy Mayor  
Commissioner Revenue & Finance*

**Catherine Busch**

*Commissioner Public Works,  
Parks & Public Property*

**Edmund Grant**

*Borough Administrator*

## RENTAL PERMIT NOTICE

Dear Property Owner:

All owners who plan to rent their property must obtain a rental permit. Please note the new rental year runs **May 1<sup>st</sup> to April 30<sup>th</sup>**. To receive a discount on your renewal, your **completed** application packet must be received by **April 30<sup>th</sup>**. The following are required for an application to be deemed complete:

- Application (see back) with all sections filled in and signed by the owner.
- Payment for your total fee (see 1 and 2 below)
- A signed fire inspection form (see 3 below)
- A certificate of insurance showing \$500,000 liability policy covering the property as required by the State of New Jersey for all businesses, including rentals
- Borough Tax and Water/Sewer accounts must be current as of application date

Before applying:

1. The rental permit fee is \$200 per unit until April 30<sup>th</sup> then increases to \$300 (fees include \$50 fire inspection fee).
2. Multiple Dwelling/Retreat Lodging facilities pay the base fee above for each of the first 3 units plus an additional \$65 per unit over three (includes \$50 rental fee and \$15 fire inspection fee).
3. Call (609) 884-8468 ext. 21 to schedule your rental fire inspection with Brady Schoenrock; schedule early in the spring to be sure you can submit your application by the April 30<sup>th</sup> deadline. To pass inspection the property must have:
  - smoke detectors in good working order within 10' of sleeping rooms; they must be hard wired or have a 10-year sealed battery
  - CO detectors when fossil fuel is used
  - 10 lb. fire extinguisher with min. rating of 2A:10BC – either new or with satisfactory annual inspection

If you no longer own or rent this property, please check the appropriate box below, sign, and return this letter to the Borough Clerk's Office or send via email to [ewallace@capemaypoint.org](mailto:ewallace@capemaypoint.org). If you have never rented the property and have no plans to, you do not need to respond to this letter.

I no longer own this property

I no longer rent this property

\_\_\_\_\_  
Cape May Point Street Address

\_\_\_\_\_  
Signature of Current/Previous Property Owner



*Proud to be a Designated Coast Guard Community!*

**APPLICATION FOR RENTAL PERMIT  
BOROUGH OF CAPE MAY POINT  
PERMIT REQUIRED**

RENTAL YEAR:  
\_\_\_\_\_

Any house, apartment, condominium or residential dwelling unit located within the Borough of Cape May Point which is rented for any amount of time must display in a prominent place a current, Borough-issued rental permit. Permits are effective from May 1<sup>st</sup> of each year to April 30<sup>th</sup> of the following year.

**Rental Fire Inspections Must be Completed Before Applying. Call 609-884-8468 ext. 21 to schedule.**

Street Address of Rental Property:		
Block:	Lot:	#of UNITS:
Owner's Name:		Permanent Address:
Home Phone:	Cell:	Email:
Name of Designee in Case of Emergency (required):		
Designee Phone:	Cell:	Email:
Is this property leased to a single tenant for a 6 to 12-month lease period? (circle one) YES NO		
*** Legal Registered Agent (required by NJ State Law if applicant is a corporation, partnership, condominium or association; registered agent must be located within Cape May County)		
Name:	Address:	
Phone:	Cell:	Email:
<b>Information Required in Case of Emergency</b>		
# of People Permitted to Sleep in Dwelling Unit:	# of Rooms with Sleeping Accommodations:	
Type of Fossil Fuel Used and Location of Turn-Off:		
Location of Oil Tank (if applicable):		
<b>NEW INFORMATION REQUIRED FOR 2023 PERMITS:</b>		
As of 11/3/2022, NJ requires landlords and businesses to provide proof to the municipality that they carry \$500,000 in liability insurance for deaths and bodily injuries. Is this certificate included with your application? (circle one) YES NO		
Does this rental provide beach tags as an amenity? (circle one) YES NO		

The above stated information is hereby certified to be correct as of the date of application:

**Signature of owner** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Check one:**

I will pick up my sticker at Borough Hall during regular business hours; OR

Please mail my sticker to my:  permanent address  rental property address  registered agent. (check one)

**FEES (all fees include cost of fire inspection)**

	ON/BEFORE APRIL 30 <sup>TH</sup>	\$	ON/AFTER MAY 1 <sup>ST</sup>	\$	TOTAL
<b>Rental Properties</b>	\$200 PER UNIT (additional units in single structure \$165 each)		\$300 PER UNIT (additional units in single structure \$265 each)		
<b>Hotel, Motel, Multiple Dwelling and Retreat Lodging Facilities</b>	\$200 PER UNIT for up to 3 units in one structure, PLUS \$65 for each unit exceeding 3		\$300 PER UNIT for up to 3 units in one structure, PLUS \$65 for each unit exceeding 3		

**BOROUGH USE ONLY**

Fire Inspection Date \_\_\_\_\_

Certificate of Insurance attached? Yes No

Property Taxes Paid Yes No

Water/Sewer Paid Yes No

Permit # \_\_\_\_\_

Permit Cash/Check # \_\_\_\_\_

Date of Issue \_\_\_\_\_

Signature of Licensing Official \_\_\_\_\_

**Make check payable to "Borough of Cape May Point" and return it with your completed application and rental inspection certification to Cape May Point Rental Permits, PO Box 490, Cape May Point, NJ 08212.**