

CITY OF ASBURY PARK  
ONE MUNICIPAL PLAZA  
ASBURY PARK, NEW JERSEY 07712

PHONE: (732) 775-2100  
WWW.CITYOFASBURY PARK.COM



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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;
3. Fire Department- inspection by the Fire Safety Official confirming that the property is in compliance with all Fire Safety regulations.

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.

**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)

**REGISTRATION FEE:**

\$500.00

**RENEWAL FEE:**

\$100.00

**ADDITIONAL 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: \_\_\_\_\_