



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 RENEWAL NOTICE

Dear Property Owner:

Please take notice, if you intend to rent your Cape May Point property, then a rental permit must be obtained for 2022. For your convenience, the application form is on the back of this letter and should be submitted at your earliest convenience. Before applying:

- The rental permit fee is \$200 per unit until May 31st then increases to \$300 (fees include \$50 fire inspection fee).
- Call (609) 884-8468 ext. 21 to schedule your fire rental inspection with Brady Schoenrock; schedule early to be sure you can submit your application by the May 31st deadline
- Borough Tax and Water/Sewer accounts must be current to receive a permit
- Multiple Dwelling/Retreat Lodging facilities pay the base fees above for each of the first 3 units, plus \$65 for each additional unit (\$50 rental fee and \$15 fire inspection fee).

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.

I no longer own this property

I no longer rent this property

Signature of Property Owner



Proud to be a Designated Coast Guard Community!

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

RENTAL YEAR:

PERMIT REQUIRED

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 June 1st of each year to May 31st 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:
*** 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:
Information Required in Case of Emergency		
# 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):		

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 MAY 31ST	\$	AS OF JUNE 1ST	\$	TOTAL
Rental Properties	\$200.00 PER UNIT (additional units in single structure \$165.00 each)		\$300.00 PER UNIT (additional units in single structure \$265 each)		
Hotel, Motel, Multiple Dwelling and Retreat Lodging Facilities	\$200.00 PER UNIT for up to 3 units in one structure, PLUS \$65.00 for each unit exceeding 3		\$300.00 PER UNIT for up to 3 units in one structure, PLUS \$65.00 for each unit exceeding 3		

BOROUGH USE ONLY

Fire inspection certification attached? Yes No Property Taxes Paid Yes No
 Date Passed _____ Water/Sewer Paid Yes No
 Cash / Check # _____ Date of Issue _____ Permit # _____
 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.