



THE CITY OF WILDWOOD
OFFICE OF THE MAYOR

January 21, 2014

Dear Property Owner,

As Mayor of the City of Wildwood I want to take this opportunity to inform you of several changes that have been made in our mercantile license laws for 2014. These changes were made to give better enforcement tools to the city thereby ensuring a better quality of life for residents and visitors.

Before listing the details of the new laws, let me first thank those responsible property owners in our city who comply with our property maintenance codes and do not allow criminal or nuisance activity at their properties. Those property owners are to be commended, endorsed and supported by the City of Wildwood and I am here to help those property owners in any way I can. However, given the fact that not all property owners act responsibly, some properties and their tenants are compromising the health, safety and welfare of our residents and visitors, the City of Wildwood is taking steps that will recognize and assist responsible property owners by denying property owners who are irresponsible the right to do business in the city.

To that end, this letter is to advise you, as a property owner previously licensed to rent residential property in the City of Wildwood, that your license as well as every such license in the city, will not automatically renew for the term commencing May 1, 2014. Rather, all rental residential properties must submit the enclosed *Rental Housing Mercantile License Application* to the Office of the City Clerk. Once submitted to the City Clerk's Office a license will not be granted unless and until that application has been approved by the City's Chief of Police, Fire Official and Director of Code Enforcement. Those approvals require, among other things, an inspection of your property. If those officials do not approve your application, it will be referred to the governing body, which is comprised of Commissioner Pete Byron, Commissioner Tony Leonetti and I. Once presented to the governing body, it will determine whether a license should be issued, and if so, whether that licensed should be deemed conditional. A conditional license is one which is a *one strike you're out* policy.

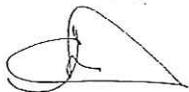
Given a property inspection is required prior to license approval, I encourage every responsible property owner to submit the *Rental Housing Mercantile License Application* at your earliest convenience so that the inspection may be scheduled. For those properties that were the subject of repeated police calls for noise, underage drinking, criminal activity, property code violations or other matters affecting health, safety and welfare, please be cognizant of the fact your application may not be approved.

Please know, too, that the City's new ordinance makes clear the requirement to be licensed not only applies to properties leased or rented, but to all residential properties occupied by anyone other than the owner or immediate family member, whether or not rent is collected. In addition, the new ordinance gives the City of Wildwood the power to close unlicensed properties and putting the cost of tenant relocation upon the property owner. The City of Wildwood will direct its municipal prosecutor to request jail time if an unlicensed property remains occupied after a notice of violation has been issued by the city.

In the event you would like more information on the new license process or regulations, I refer you to Ordinances 990-13 and 991-13 which are available on our City website, www.wildwoodnj.org, or from our City Clerk's office.

I look forward to working with you to make sure Wildwood continues to make strides in ensuring a positive quality of life for everyone and continues to build on its history as a safe, family-friendly and clean community.

Very truly yours,



Ernie Troiano, Jr.

DO NOT WRITE ABOVE THIS LINE.

City of Wildwood
Rental Housing Mercantile License Application
License Term: May 1, 2014 – April 30, 2015

| |
|---|
| Property Street Address: |
| Property Trade Name, if applicable: |
| Name of Property Owner of Record: |
| Property Owner's mailing address: |
| Property Owner's phone number: |
| Property Owner's email: |
| Name of Property Manager or Agent: |
| Manager/Agent's address: |
| Manager/Agent's phone number: |
| Manager/Agent's email: |
| Emergency Contact person & phone number: |
| Number of dwelling units on the property: |
| Number of dwelling units to be leased or made available to others: |
| Number of sleeping rooms, in <u>all</u> dwelling units to made available to others: |

A floor plan sketch must be attached which shows each sleeping room and the dimensions of ALL rooms, including lavatories and utility rooms.

Insurance Company: _____ Policy # _____

Location of Shut Off Valves:

Electric: _____ Nat. Gas: _____

Water: _____ Propane: _____

Circle all months this property or part of it will be or may be available to be occupied by anyone other than the owner:

January February March April May June July August September October November December

Is the property fully occupied by a tenant(s) who have year round/12 month lease(s)? _____ If yes, attach lease(s) or other proof. If lease(s) or other proof is/are not attached the property will be considered a seasonally rented property.

Are all property taxes, sewer fees, water fees and municipal assessments and fire inspection fees paid and up to date? _____

The undersigned certifies that the information supplied herein is true and correct. Applicant certifies he/she will comply with all provisions pertinent to NJ Statutes, Regulations and Municipal Ordinances. If failing to do so, applicant acknowledges that the mercantile license to be issued shall be subject to revocation. Applicant hereby consents to the inspection of the premises by authorized inspectors of the City of Wildwood, at reasonable times and upon reasonable notice, for the purpose of determining whether or not said premises comply with applicable property maintenance codes of the City of Wildwood.

Print name

Signature

Date

DO NOT WRITE BELOW THIS LINE.

Property address _____ Date of City's inspection _____

Official who completed inspection: _____ Occupancy limit: _____

Approval or Referral to the Governing Body

Chief of Police

Approval: _____ I, the Chief of Police for the City of Wildwood, have no objection to the issuance of this license.

Or

Signature

Referral: _____ I, the Chief of Police for the City of Wildwood, have concerns about the issuance of this license which should be addressed by the City's governing body before any license may be issued.

Signature

Fire Official

Approval: _____ I, the Fire Official for the City of Wildwood, have no objection to the issuance of this license.

Or

Signature

Referral: _____ I, the Fire Official for the City of Wildwood, have concerns about the issuance of this license which should be addressed by the City's governing body before any license may be issued.

Signature

Property Inspector

Approval: _____ I, the Property Inspector for the City of Wildwood, have no objection to the issuance of this.

Or

Signature

Referral: _____ I, the Property Inspector for the City of Wildwood, have concerns about the issuance of this license which should be addressed by the City's governing body before any license may be issued.

Signature

If Referred, Governing Body Action:

_____ License Granted

_____ Conditional License Granted

_____ License Denied

Date of Action: _____

Landlord Identity Registration Form

This form is required by State Law to be filed with the municipal clerk and given to tenants for one and two unit dwellings which are non-owner occupied. N.J.S.A. 46:8-27, et. seq., N.J.A.C. 5:29-1.1

- 1. Property Address: _____
- 2. Names and address of all record owners of the building or the rental business:

- 3. If the record owner is a corporation, the names and addresses of the registered agent and of corporate officers:

_____ Record owner is not a corporation.

- 4. If the address of any record owner is not located in Cape May County, the name and address of a person who resides in Cape May County and authorized to accept notices from a tenant, to issue receipts for those notices and to accept service of process on behalf of the out-of-county record owner is as follows:

_____ All record owners in Cape May County.

- 5. Name and address of the managing agent is as follows:

- _____ There is no managing agent.

- 6. Name and address (including dwelling unit, apartment or room number) of the superintendent, janitor, custodian or other person employed to provide regular maintenance service is as follows:

- _____ There is no person employed to provide regular maintenance service.

- 7. Emergency contact with authority to make decisions concerning the building, repairs and expenditures:

- 8. Names and addresses of all holders of recorded mortgages on the property are as follows:

- 9. If fuel oil is used to heat the building and the landlord furnishes the heat, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used are as follows:

- _____ The building is not heated by fuel oil.
_____ The building is heated by fuel oil, but the landlord does not furnish heat.

Owner, landlord or authorized representative

Date: _____

This form is to be provided to municipal clerk and tenants.