

Short-Term Rental License Application Checklist

License Application fee of \$1,000 for initial application/\$750 annually thereafter (A License Application is required for each STR even if STR is owned by the same owner and/or the STR's are in the same dwelling).

Required Documents:

- Proof of principal residence (current driver's license or state identification card)
- Copies of two (2) recent utility bills (less than 30 days old)
- Proof of the owner's current ownership of the STR unit (i.e. tax bill)
- Proof of general liability insurance (minimum amount of \$500,000)
- Copy of the Bylaws, Master Deed, or other relevant governing documents if the STRP is in a condominium or other association
- Owner's Affidavit - To use his/her best efforts to assure the use by all transient occupants will not disrupt the neighborhood, will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties, that there have been no prior revocations or suspensions of this or a similar license, and that all renters of the STRP shall be limited to one (1) vehicle per two (2) occupants in the STRP with Notice to Transient Occupants attached
- Certification of STRP Responsible Party (Property Owner, Property Manager, etc.)
- Certification of STRP Agent (Licensed Real Estate Agent or other person designated)
- Proof of not more than ONE DANGEROUS CONDITION within the last year from NJ Courts
- Proof of no NOISE VIOLATION within the last year from NJ Courts
- Proof of no OUTSTANDING FINES OR PENALTIES from Bayonne Municipal Court
- Proof that any prior CODE VIOLATIONS have been abated and that any OPEN CONSTRUCTION PERMITS have been closed
- Proof of no OUTSTANDING TAXES
- Proof of no OUTSTANDING WATER AND SEWER CHARGES
- Zoning Compliance Certificate (ZONING DETERMINATION LETTER)
- If an LP, LLP, LLLP, LLC, PLLC, C-Corporation, S-Corporation provide a current Certificate of Formation and Current Certification of Good Standing (must be 6 months old or less)
- Required Inspections (scheduled after the Permit Application is reviewed for compliance)