

Date of Receipt by Clerk's Office:

DO NOT WRITE ABOVE THIS LINE.

INFORMATION ABOVE THIS LINE IS TO BE PROVIDED BY CITY OFFICIALS

**City of Wildwood**  
**Rental Housing Mercantile License Application**  
**License Term: \_\_\_\_\_**

|  |
|--|
| 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 all 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 tenants or tenants who have year round/12 month lease(s)? \_\_\_\_\_

If yes, attach lease(s). If lease(s) 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 undersign 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 to be licensed by authorizing the inspections of the City of Wildwood, at the reasonable times and upon reasonable notice, for the purpose of determining whether or not the premises comply with applicable property maintenance codes of the City of Wildwood.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**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 owner 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

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Property Address \_\_\_\_\_ Date of City's Inspection \_\_\_\_\_

Official who completed inspections \_\_\_\_\_ Occupancy Limit \_\_\_\_\_

**Approval or Referral to the Governing Body**

**Construction Official**

Approval \_\_\_\_\_ I, Construction Official for the City of Wildwood, have no objection to the issuance of this license.

\_\_\_\_\_  
Signature

Or

Referral: \_\_\_\_\_ I, Construction 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 license.

\_\_\_\_\_  
Signature

Or

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

**Chief of Police**

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

\_\_\_\_\_  
Signature

Or

Referral: \_\_\_\_\_ I, 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.

\_\_\_\_\_  
Signature

Or

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