TOWNSHIP OF MILLBURN
375 MILLBURN AVENUE
MILLBURN, NEW JERSEY 07041
Tel: 973-564-7075 ▪ Twp.MILLBURN.NJ.US
ADMINISTRATOR@MILLBURNTWP.ORG

Millburn Township Short-Term Rental Permit Application

ATTACHMENTS REQUIRED TO BE SUBMITTED WITH APPLICATION:

- $250 non-refundable permit fee to be made out to the Township of Millburn
- Proof of ownership of the short-term rental unit
- Copy of driver's license, voter registration or state identification card of the owner(s) of the short-term rental property
- Proof of general liability insurance a minimum amount of $500,000
- Owners Agreement that includes: a) all renters shall be limited to 1 vehicle per 2 occupants and b) assurance that all transient occupants will not disrupt the neighborhood and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties c) transient occupants shall comply with all Township ordinances, including but not limited to, ordinances regulating noise and nuisance conduct d) and that the property will not be rented to any individuals under the age of 21
- Copies of 2 Utility Bills from the STRP that are less than 30 days old
- Diagram of parking spots located on or adjacent to the property

DOCUMENTS REQUIRED FOR APPLICATION TO BE APPROVED:

- Approved Certificate of Smoke Alarm, Carbon Monoxide Alarm and Portable Fire from the Fire Department
- Approved Rental Certificate of Occupancy Inspection Certificate
- Zoning Written Approval (Provided with Rental Certificate of Occupancy)

ADDITONAL DOCUMENTATION FOR RENEWALS:

- A list of all websites where your property is advertised as a short-term rental
- A record of the total number of rentals completed during your previous permit period.

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A. <u>SHORT TERM RENTAL PROPERTY LOCATION:</u>

Street Address: _____

Lot/Block: _____

B. <u>SHORT TERM RENTAL PROPERTY OWNER(S):</u>

1. Owner Name (*attach additional sheet if necessary*):

Mailing Address (Must be a physical street address; NO P.O. Box accepted):

Street: _____ City: _____

State: _____ Zip Code: _____

2. Owner Name:

Mailing Address (Must be a physical street address; NO P.O. Box accepted):

Street: _____ City: _____

State: _____ Zip Code: _____

* If owner is not a natural person, the following information MUST be included:

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Individual names of ALL members, partners, officers and/or directors of any such entity (*attach additional sheet if necessary*):

Name Address (include street address, no P.O. Box) Phone Number

1._____

2._____

3._____

4._____

5._____

6._____

C. <u>RESPONSIBLE PARTY:</u>

Must be an individual designated and authorized by property owner(s) to act on behalf of owner, responsible for all aspect of the STR and tenants conduct, an accept service of process on behalf of the owner; Must be available 7 days a week, 24 hours a day

Primary Contact Name: _____

Company Name: _____

Mailing Address (Must be a physical street address; NO P.O. Box accepted):

Street: _____ City: _____

State: _____ Zip Code: _____

Contact Phone: _____

Email: _____

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D. <u>PROPERTY AGENT:</u>

Must be an individual designated and authorized by property owner(s) to act on behalf of owner, responsible for all aspect of the STR and tenants conduct, an accept service of process on behalf of the owner; Must be available 7 days a week, 24 hours a day

Primary Contact Name: _____

Company Name: _____

Mailing Address (Must be a physical street address; NO P.O. Box accepted):

Street: _____ City: _____

State: _____ Zip Code: _____

Contact Phone: _____

Email: _____

E. <u>PARKING SPACES:</u>

Number of Parking Spaces (***Including legal off-street parking space and on-street parking spaces directly adjacent to the property***):

_____

Please attach a diagram of parking spots located on or adjacent to the property.

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ACKNOWLEDGEMENT

By signing in the space below, the Property Owner or STR Property Rental Agent hereby certifies, affirms and acknowledges that he/she has read all of the information in this STR application package, is fully familiar with, and understands all requirements and property owner obligations set forth in the Millburn Township Short Term Rental Ordinance, and agrees to comply with all responsibilities as outlined below, and as required by all applicable laws of the Township of Millburn:

1. I certify that I have received a copy of Millburn Township's Short Term Rental Ordinance No. 2565-20 and have reviewed it, understand its requirements and will perform all of the respective duties specified in the Ordinance and certify under oath as to the accuracy of all information provided in the permit application.
2. I certify that I will comply with the requirement that the short-term rental property constitutes my principal residence, as defined in Ordinance 2565-20.
3. I certify that while a STRP is rented, the owner, the Short-Term Rental Agent, or the Responsible Party shall be available twenty-four hours per day, seven days per week for the purpose of responding within two (2) hours to complaints regarding the condition of the STRP premises, maintenance of the STRP premises, operation of the STRP, conduct of the guests at the STRP, or nuisance complaints from the Millburn Police Department or neighbors, arising by virtue of the short-term rental of the property.
4. I certify that every effort will be made to avoid and/or mitigate issues with on-street parking in the neighborhood of which the short-term rental is located, resulting from excessive vehicles generated by the short-term rental of the property, in order to avoid a shortage of parking for residents in the surrounding neighborhood.
5. I certify that I will publish the Short-Term Rental permit number issued by the Township in every print, digital, or internet advertisement, and/or the Multiple Listing Service (MLS) or other real estate listing of a real estate agent licensed by the NJ State Real Estate Commission, in which the short-term rental property is advertised for rent on a short term basis.
6. I certify that the short-term rental property will not be rented to anyone younger than twenty-one (21) years of age.
7. I certify that I will use my best efforts to assure that use of the premises by all transient occupants will not disrupt the neighborhood, and will not interfere with the rights of neighboring property owners to the quiet enjoyment of their properties.
8. I certify that I am aware that if the STRP is the subject of one (1) or more substantiated civil and or criminal complaints, the Business Administrator or his designee may revoke the short-term rental permit issued for the property, in which case, the STRP shall not be eligible to apply for a new STRP permit for one (1) year following the date of revocation of the permit.

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I hereby certify that the statements made in this Application and Acknowledgment are, true and accurate, to the best of my knowledge. I understand that any false statements or information provided by me herein, or the violation of any of the above terms or provisions of the STR Ordinance, are grounds for denial of this STR Application, revocation of the STR Permit and issuance of fines or penalties by the Township of Millburn. I further certify, affirm and acknowledge that I will adhere to all STR Permit conditions and regulations, as required by the applicable STR Ordinance of the Township of Millburn.

Property Owner Signature:

Date:

Responsible Party Signature:

Date:

Property Agent Signature:

Date:

Acknowledgment Certificate

State of New Jersey

)
) ss
County of_____,)

On_____, 20___before me,_____, Notary Public in and for said county, personally appeared (signer/witness) who has/have satisfactorily identified him/her/themselves as the signer(s) or witness(es) to the above- referenced document.

(Affix Notary Stamp Here)

_____
Notary Public Signature

My Commission Expires:_____