



**Township of Little Egg Harbor**  
665 Radio Road  
Little Egg Harbor, New Jersey 08087  
Telephone: 609-294-9071 / Facsimile: 609-294-9065

**Rental Mercantile License Requirement Checklist**

**Initial application:**

1. \_\_\_ Completed application in its entirety
2. \_\_\_ Floor plan ( must indicate square footage of all bedrooms )
3. \_\_\_ Copy of Liability Insurance in the amount of \$500,000.00 ( example: declaration page must state policy number, rental property address, amount of liability, and an expiration date )
4. \_\_\_ Copy of Homeowners driver's license
5. \_\_\_ Formation, POA, or Surrogate letter if the property is an LLC or an estate
6. \_\_\_ \$50.00 check or money order made payable to Little Egg Harbor Township

**Renewal application:**

1. \_\_\_ Completed application
2. \_\_\_ Copy of Liability insurance ( only if the document on file has expired )
3. \_\_\_ Copy of Homeowners' driver's license
4. \_\_\_ \$50.00 Check or money order made payable to Little Egg Harbor Township



**Please type or print clearly**

APPLICATION FOR RENTAL MERCANTILE LICENSE  
Township Code §279

**Please make all checks payable to:**  
**Little Egg Harbor Township**  
**665 Radio Road**  
**Little Egg Harbor Township, NJ 08087**  
**Attn: Zoning Office**

*Official Use Only*

Date Received:

Approved:  Denied:

Fee:  Check #:

Mercantile License renewal fee is due the first business day of each New Year (\$50.00)

1. INITIAL APPLICATION \_\_\_\_\_ RENEWAL APPLICATION \_\_\_\_\_ CHANGE OF TENANCY \_\_\_\_\_  
2. Property Address: \_\_\_\_\_, Block \_\_\_\_\_ and Lot \_\_\_\_\_

**P.O. Box not sufficient**

3. Applicant/Business/Trade Name: \_\_\_\_\_  
4. Owner's Mailing Address: \_\_\_\_\_  
5. Owner(s) Phone Number(s): Primary \_\_\_\_\_, Secondary: \_\_\_\_\_  
6. Owner's E-mail Address: \_\_\_\_\_  
7. If Corporation, Name, Address, and Phone Number of all general partners: \_\_\_\_\_  
\_\_\_\_\_  
8. Registered Local (**MUST RESIDE IN LITTLE EGG HARBOR TWP**). Agent's Name: \_\_\_\_\_  
9. Registered Local (**MUST RESIDE IN LITTLE EGG HARBOR TOWNSHIP**) Agent's Address: \_\_\_\_\_  
10. Registered Local (**MUST RESIDE IN LITTLE EGG HARBOR TOWNSHIP**) Agent's Phone Number: Primary: \_\_\_\_\_, Secondary: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_  
11. Number of Bedrooms: \_\_\_\_\_ Number of Adults \_\_\_\_\_ Number of Children \_\_\_\_\_ Total Occupants: \_\_\_\_\_  
12. If fuel oil is used to heat the building and the landlord furnishes the heat in the building, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used: \_\_\_\_\_  
\_\_\_\_\_

As to each rental unit, specification of the exact number of sleeping rooms contained in the rental unit and exact number of sleeping accommodations contained in each sleeping room, identifying each sleeping room specifically by the number and location within the rental unit and by square footage thereof. **In order to satisfy the requirement of this provision, an owner shall submit a certificate of insurance evidencing the minimum liability insurance requirement and/or declaration page as per P.L. 2022, c. 92, a floor plan, indicating the square footage of each bedroom, and a copy of the owners driver's license** which shall become a part of the registration application and which shall be attached to the registration form when filed with the Code Enforcement Officer or his designee.

The undersigned does hereby certify that the statements above given are true and to the best of my knowledge, and that I will comply with all lawful regulations.

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

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

**APPLICATION MUST BE FILLED OUT IN ITS ENTIRETY**

## Chapter 279. Rental Property

### Article I. Rental Certificates of Occupancy

#### § 279-2. Rental mercantile license required; forms.

Without in any way intending to infringe upon the requirements of N.J.S.A. 46:8-28, all rental units shall obtain a rental mercantile license as provided herein. Every owner, either personally or through his agent, shall obtain from the Code Enforcement Officer or his designee as said license for any rental unit located within the Township of Little Egg Harbor. Said license form shall include the following information:

- A. The name and address of the record owner(s) of the premises and the record owner(s) of the rental business, if not the same person(s). In the case of a partnership, the names and addresses of all general partners shall be provided, together with the telephone numbers for each of such individuals, indicating where such individuals may be reached both during the day and evening hours.
- B. If the record owner is a corporation, the name and address of the registered agent and the name and address of the person to be contacted for any reason regarding the rental unit, if other than the registered agent.
- C. If the address of any record owner is not located in the Township of Little Egg Harbor, the owner shall designate an agent or manager who resides in the Township of Little Egg Harbor and who is authorized by the owner to perform any duty imposed upon the owner by this article.
- D. The name, address and telephone number of an individual representative of the record owner or manager or agent located in the Township of Little Egg Harbor who may be reached or contacted at any time in the event of an emergency affecting the premises or any rental unit therein, including such emergencies as the failure of any essential services or system, and who has the authority to make emergency decisions concerning the building and any repair thereto or expenditure in connection therewith.
- E. The name and address of every holder of a recorded mortgage on the premises.
- F. If fuel oil is used to heat the building and the landlord furnishes the heat in the building, the name and address of the fuel oil dealer servicing the building and the grade of fuel oil used.
- G. As to each rental unit, specification of the exact number of sleeping rooms contained in the rental unit and the exact number of sleeping accommodations contained in each of the sleeping rooms, identifying each sleeping room specifically by the number and location within the rental unit and by the square footage thereof. In order to satisfy the requirements of this provision, an owner shall submit a floor plan which shall become a part of the registration application and which shall be attached to the registration form when filed with the Code Enforcement Officer or his designee.

**LFN 2022-23**

**December 28, 2022**

**Contact Information**

**Website**

[www.nj.gov/dca/divisions/dlgs](http://www.nj.gov/dca/divisions/dlgs)

**E-mail**

[dlgs@dca.nj.gov](mailto:dlgs@dca.nj.gov)

**Phone**

609.292.6613

**Mail and Delivery**

101 South Broad St.  
PO Box 803  
Trenton, New Jersey  
08625-0803

**Distribution**

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Administrators/Managers  
Chief Municipal Finance  
Officers

# Local Finance Notice

Philip D. Murphy  
Governor

Lt. Governor Sheila Y. Oliver  
Commissioner

Jacquelyn A. Suárez  
Director

## Business and Rental Unit Liability Insurance Implementation of P.L. 2022, c. 92

[P.L. 2022, c. 92](#), signed into law on August 5, 2022, institutes a new minimum liability insurance requirement for owners of businesses and rental units (whether residential or non-residential). Such owners will be required to annually register the certificate of insurance in the municipality where the business or rental unit is located.

### Minimum Insurance Coverage

Effective for new insurance policies issued on or after November 3, 2022, the law will require the owner of a business, or one or more rental units, to maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence. Such insurance could be provided as part of policies such as those for commercial general liability, personal liability, or an umbrella insurance policy. However, owner-occupied two-family, three-family, or four-family homes are subject to a lower \$300,000 coverage minimum which becomes effective for insurance policies issued on or after February 1, 2023.

### Registration with Municipality

The law gives municipalities flexibility with respect to handling the annual registration of certificates of insurance. Depending on how the municipality is organized, certificates could be registered with the municipal clerk or other appropriate offices, such as those for housing or economic development. A municipality may enact an ordinance establishing a reasonable administrative fee for the annual registration. Although the law does not define "reasonable," municipalities should not charge a fee that exceeds the cost of administering the registration process.

Enforcement

Through a summary proceeding pursuant to the "Penalty Enforcement Law of 1999" (N.J.S.A. 2A:58-10 et seq.), the governing body of a municipality may collect a fine of not less than \$500, but no more than \$5,000, against an owner failing to comply with the law. This Notice does not opine on whether municipalities issuing business licenses or non-Uniform Construction Code certificates of occupancy for rental units can require proof of compliance with minimum liability coverage as a condition of licensure; please consult your municipal attorney.

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Approved: Jacquelyn A. Suárez, Director