

## APPLICATION PROCESS FOR SHORT-TERM RENTAL PERMIT AND INSPECTIONS.

a. Applicants for a short-term rental permit shall submit, on an annual basis, an application for a short-term rental permit to the Township of Bloomfield Zoning Department. The application shall be furnished, under oath, on a form specified by that department, accompanied by the non-refundable application fee as set forth in Subsection 433-3 above. Such application shall include:

1. The name, address, telephone number and email address of the owner(s) of record of the dwelling unit for which a permit is sought. If such owner is not a natural person, the application must include and identify the names of all partners, officers and/or directors of any such entity, and the personal contact information, including address and telephone numbers for each of them;

2. The address of the unit to be used as a short-term rental;

3. A copy of the driver's license or State Identification Card of the owner of the short-term rental property, confirming, as set forth in this section, that the property is the principal residence, as that term is defined herein, of the owner making application for the STR permit;

4. The owner's sworn acknowledgement that they comply with the requirement that the short-term rental property constitutes the owner's principal residence, as defined in Subsection 433-1b above;

5. The name, address, telephone number and email address of the short-term rental property agent, which shall constitute his or her seven day a week, twenty-four-hour a day contact information;

6. The name, address, telephone number and email address of the short-term rental property responsible party, which shall constitute his or her seven-day a week, twenty-four-hour a day contact information;

7. The owner's sworn acknowledgement that he or she has received a copy of this Ordinance, has reviewed it, understands its requirements and certifies, under oath, as to the accuracy of all information provided in the permit application;

8. A property survey showing the number and location of all legal parking spaces on the premises.

9. The owner's agreement that all renters of the short-term rental property shall be limited to one vehicle per two occupants in the short-term rental property;

10. The owner's agreement to use his or her 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; and

11. Any other information that this Chapter requires a property owner to provide to the Township in connection with an application for a Rental Property Registration. The Township Administrator, or his designee, shall have the authority to obtain additional information from the STRP owner/applicant or amend the permit application to require additional information, as necessary, to achieve the objectives of this Chapter.

b. Every application for a short-term rental permit shall require annual inspections for the STRP's compliance with the Township's fire safety regulations and property maintenance code. In addition, each application is subject to review to verify the STRP's eligibility for use as a short-term rental and compliance with the regulations in this section.

c. A Zoning Compliance Certificate, which states that the premises are not being occupied or used in violation of the Township's Land Development and Zoning regulations as found in Chapter 315, shall be required.

d. A sworn statement shall be required that there have been no prior revocations or suspensions of this or a similar license, in which event a license shall not be issued, which denial may be appealed as provided hereinafter.

e. Attached to and concurrent with submission of the permit application described in this section, the owner shall provide:

1. Proof of the owner's current ownership of the short-term rental unit;

2. Proof of general liability insurance in a minimum amount of \$500,000; and

3. Written certifications from the short-term rental property agent and responsible party that they agree to perform all of the respective duties specified in this section.

f. The STRP owner/permit holder shall publish the short-term rental permit number issued by the Township in every print, digital, or internet advertisement, and/or in the MLS or other real estate listing of a real estate agent licensed by the New Jersey Real Estate Commission, in which the short-term rental property is advertised for rent on a short term basis.

g. In no event shall a short-term rental property be rented to anyone younger than 21 years of age. The primary occupant of all short-term rentals executing the agreement between the owner and the occupant must be over the age of 21, and must be the party who will actually occupy the property during the term of the short-term rental. The primary occupant may have guests under the age of 21 who will share and occupy the property with them. Both the primary occupant executing the short-term rental agreement and the STRP owner shall be responsible for compliance with this provision, and shall both be liable for a violation, where the property is not occupied by at least one adult over the age of 21, during the term of the short term rental.

## SHORT-TERM RENTAL OPERATIONAL REQUIREMENTS.

a. All short-term rentals must comply with all applicable rules, regulations and ordinances of the Township of Bloomfield and all applicable rules, regulations and statutes of the State of New Jersey, including regulations

governing such lodging uses, as applicable. The STRP owner shall ensure that the short-term rental is used in a manner that complies with all applicable laws, rules and regulations pertaining to the use and occupancy of a short term rental.

b. A dwelling unit shall be limited to a single short-term rental contract at a time.

c. The owner of a STRP shall not install any advertising or identifying mechanisms, such as signage, including lawn signage, identifying the property for rent as a short-term rental property.

d. Transient occupants of the STRP shall comply with all ordinances of the Township of Bloomfield including, but not limited to those ordinances regulating noise and nuisance conduct. Failure of transient occupants to comply shall subject the transient occupants, the owner of the STRP, the Responsible Party and the Short-Term Rental Agent listed in the short-term rental permit application, to the issuance of fines and/or penalties, and the possibility of the revocation or suspension of the STRP permit.

e. The owner of a STRP shall post the following information in a prominent location within the short term rental:

1. Owner name; if owner is an entity, the name of a principal in the entity, and phone number for the owner (individual);

2. The names and phone numbers for the Responsible Party and the Short-Term Rental Agent (as those terms are defined in this section);

3. The phone numbers for the Police Department and the Fire Department;

4. The maximum number of parking spaces available onsite;

5. Trash and recycling pick-up day, and all applicable rules and regulations regarding trash disposal and recycling;

6. Notification that a guest, Transient Occupant, the Short-Term Rental Property Agent, the Responsible Party or STRP owner may be cited or fined by the Bloomfield Police Department, or the Bloomfield Fire Department, for violations of, and in accordance with any applicable Ordinance(s) of the Township of Bloomfield;

f. In the event that any complaints are received by the Bloomfield Police Department, regarding the short-term rental and/or the Transient Occupants in the STRP, and the owner of the STRP is unreachable or unresponsive, both the Responsible Party and the Short-Term Rental Agent listed in the short-term rental permit application shall have the responsibility to take any action required to properly resolve such complaints, and shall be authorized by the STRP owner to do so.

g. While a STRP is rented, the owner, the Short-Term Rental Agent, or the Responsible Party shall be available 24 hours per day, seven days per week for the purpose of responding within two hours to complaints regarding the condition of the STRP premises, maintenance of the STRP premises, operation of the STRP, or conduct of the guests at the STRP, or nuisance complaints from the Bloomfield Police Department, or neighbors, arising by virtue of the short-term rental of the property.

h. If the STRP is the subject of two or more substantiated civil and/or criminal complaints, the Township Administrator or his designee may revoke the short-term rental permit issued for the property, in which case, the STRP may not be the subject of a new STRP permit application for one year following the date of revocation of the permit.

i. Failure to make application for, and to obtain the issuance of, a short-term rental permit prior to advertising the STRP in print publications or newspapers, on any internet-based booking platforms, or online, and/or in the MLS or other real estate listing of a real estate agent licensed by the New Jersey Real Estate Commission, shall be equivalent to operation of the STRP without a permit, and shall constitute a violation of this chapter, and will result in enforcement action and the issuance of a Summons, and shall subject the STRP owner, the Short-Term Rental Agent, and the Responsible Party to issuance of fines and/or penalties.

j. The person offering a dwelling unit for short-term rental use must be the owner of the dwelling unit. A tenant of a property may not apply for a short-term rental permit, nor shall the property or any portion thereof be subleased by the tenant on a short-term basis, or operated as a STRP by the tenant. This STRP regulation shall supersede any conflicting provision in a private lease agreement permitting sub-leasing of the property, or any portion of the property. Violation of this section will result in enforcement action against the tenant, the STRP owner, the Short-Term Rental Agent, and the Responsible Party, and will subject all such parties to the issuance of a Summons and levying of fines and/or penalties.

k. In the event that the Township receives three substantiated complaints concerning excessive vehicles belonging to the transient occupants of a STRP, the short-term rental permit for the property is subject to revocation by the Business Administrator or his designee.

l. The STRP owner must be current with all tax water and sewer charges assessed to the property prior to the issuance of a short-term rental permit. In the event that any code violations have been issued by the Township relating to the STRP, a short-term rental permit shall not be issued until such time as such violations have been properly abated. The STRP owner must also close any open construction permits for the property prior to the issuance of a short-term rental permit.

m. All fines or penalties issued by the Municipal Court for the Township of Bloomfield for any past code violations relating to the STRP, including penalties for failure to appear in Court, must be satisfied in full prior to the issuance of a short-term rental permit.