



# CITY OF OCEAN CITY RENTAL REGISTRATION FORM

MUNICIPAL ORDINANCE 5-2

**LICENSE PERIOD 7/1/2024 THROUGH 6/30/2025**

BLOCK \_\_\_\_\_ LOT \_\_\_\_\_ QUALIFIER \_\_\_\_\_  Single  Duplex  Other

ADDRESS OF OC PROPERTY \_\_\_\_\_

NAME OF OWNER \_\_\_\_\_

ADDRESS OF OWNER \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBERS \_\_\_\_\_

EMAIL \_\_\_\_\_ DATE RENTALS BEGIN \_\_\_\_\_

PLEASE CIRCLE THOSE THAT APPLY AND ENCLOSE A CHECK MADE PAYABLE TO:  
CITY OF OCEAN CITY. IF YOU ARE UNSURE, CONTACT OFFICE. **PROVIDE PROOF OF INSURANCE  
WITH THE CITY OF OCEAN CITY AS CERTIFICATE HOLDER/ADDITIONAL INTEREST.**

**SEASONAL RESIDENTIAL:**

ONE RENTAL UNIT.....\$175.00

TWO RENTAL UNITS.....\$350.00

MORE THAN 2 UNITS, CONTACT THIS OFFICE AT 609-399-

6111 X9701

**YEAR ROUND RESIDENTIAL TENANTS:**

ONE & TWO RENTAL UNITS, NO CHARGE BUT  
DOCUMENTATION MUST BE PROVIDED YEARLY.

MORE THAN TWO RENTAL UNITS, CONTACT THIS  
OFFICE AT 609-399-6111 X9701

**COMMERCIAL OR STORE FRONT (NOT RESIDENTIAL)**

ONE LEASED UNIT .....\$30.00

TWO LEASED UNITS.....\$60.00

THREE TO FIVE LEASED UNITS.....\$125.00

EACH ADDITIONAL UNIT.....\$10.00

FOR OFFICE USE

ID # \_\_\_\_\_

CHECK # \_\_\_\_\_

DATE \_\_\_\_\_

AMOUNT \_\_\_\_\_

SIGNATURE \_\_\_\_\_

I DO NOT RENT THE PROPERTY ABOVE:

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

LICENSING OFFICE  
115 12<sup>th</sup> STREET, OCEAN CITY, NJ 08226  
PH: 609-399-6111 X9701  
[LICENSING@OCNJ.US](mailto:LICENSING@OCNJ.US) [WWW.OCNJ.US](http://WWW.OCNJ.US)

# INSURANCE NOTICE

N.J.S. § 40A:10A now requires the owner of a business or the owner of a rental unit or units to maintain liability insurance for negligent acts and omission 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.

**Owners must annually register a certificate of insurance with the municipality prior to the issuance of any License or Rental Registration.**

The preferred evidence of insurance for a residential rental unit is the single page "Evidence of Property Insurance" (Acord Form 27), showing City of Ocean City as the Certificate holder or additional interest. Note: we are not asking to be listed as "additional insured."

**We do not need copies of your entire policy or declaration pages.**

Please provide this correspondence to your insurance agent and have the certificate emailed to [licensing@ocnj.us](mailto:licensing@ocnj.us) or mailed to City of Ocean City at 115 12<sup>th</sup> Street, Ocean City, New Jersey 08226.