



SHORT TERM RENTAL

A. SHORT TERM RENTAL PROPERTY LOCATION:

Street Address: _____

Lot/Block/Subdivision: _____

Dwelling Classification: _____

B. SHORT TERM RENTAL PROPERTY OWNER:

Owner Name(s): * _____

Mailing Address: _____

(Must be physical street address; NO P.O. Box accepted)

City, State, Zip: _____

Primary Phone: _____ Cell/Secondary Phone: _____

Email Address: _____

*If Owner is an LLC, Corporation or Partnership, the following information MUST be included:

Individual Names of ALL Members of LLC, Principals of Corporation, or Partners in Partnership: (attach additional sheet is necessary)

<u>Name</u>	<u>Address (include street address, no PO Box</u>	<u>Phone Number</u>
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1. _____

2. _____

3. _____

4. _____

5. _____

6. _____



C. Responsible Party: *

Primary Contact Name: * _____

Mailing Address: _____

(Must be physical street address; NO P.O. Box accepted)

City, State, Zip: _____

Primary Phone: _____ **Cell/Secondary Phone:** _____

(Must be phone number answered twenty-four (24) hours a day, seven (7) days a week)

Email Address: _____

(Email address will be used for the purpose of future communications and must be active for communications at all times)

***Must be individual designated and authorized by property owner to act on behalf of owner, responsible for all aspects of the STR and tenants conduct, and accept service of process on behalf of owner)**

ANNUAL REGISTRATION FEE:

\$400.00 (not more than 5 short-term rentals per month).

\$500.00 (6 or more short-term rentals per month).

\$85.00 (Continued Certificate of Occupancy fee).

-Accepted forms of payment are Check or Money Order

-Checks shall be made payable to: Borough of Highlands

REGISTRATION CERTIFICATE

Pursuant to the Borough of Highlands Ordinance No. O-18-08

I hereby certify that all of the above information which I provided in completing this STR Permit and CI application is true and accurate.

Owner name printed legibly: _____

Relationship to STR Property: _____

Date: _____

Signature of Property Owner or STR Property Agent



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 Borough of Highlands STR Ordinance, and agrees to comply with all responsibilities as outlined below, and as required by all applicable law in the Borough of Highlands:

1. The phone number for the Responsible Party will be answered twenty-four (24) hours a day, seven (7) days a week, by a party with authority to address or coordinate problems associated with the STR dwelling unit. I understand that the Responsible Party is always the first number the Borough will call regarding complaints;
2. The Responsible Party resides within the local area, and is able to respond in person to complaints or emergencies within one (1) hour and correct violations within a reasonable amount of time;
3. The number of legal, on-site parking spaces available to the STR premises (consisting of legal off-street & adjacent on-street parking) is: _____.
I understand that my agreement with STR occupants shall limit the number of vehicles permitted to be parked in connection with the STR to a MAXIMUM of one (1) vehicle per two (2) occupants in the STR property;
4. The address number of the STR residence is displayed and clearly visible, legible, and contrasting, from the street or private way on which the STR property fronts, as described in detail in the Borough of Highlands Municipal Code;
5. The owner or Owner's STR agent and Responsible Party agrees to make every effort to avoid and/or mitigate issues with on-street parking in the neighborhood in which the STR is located resulting from the STR, in order to avoid a shortage of parking for residents in the surrounding neighborhood;
6. I agree that my property will not be rented as a STR to anyone younger than twenty-one (21) years of age. I further agree that the primary occupant of any STR of my property, executing the STR Agreement between myself and the STR occupant, will be over the age of twenty-one (21), and will be the party who will actually occupy the property during the term of the short-term rental. I understand that the primary occupant may have guests under the age of twenty-one (21) who may share and occupy the property with them;
7. All STR occupants will be informed by the Responsible Party of applicable Borough laws and regulations and Homeowner Association rules and regulations, concerning and regulating the STR, including but not limited to noise, vehicle parking, household garbage, and common area usage issues arising as a result of the STR;
8. I will not advertise the STR on any web-based listing site or list the property as a STR with a realtor, prior to obtaining a STR permit and CCO properly issued by the Borough of Highlands. Further, I agree that I will include the STR Permit number issued by the Borough on each and

every web-based listing of the property as a STR, in a conspicuous place on the ad (preferably the top of the page), so that said permit number is visible and able to be easily identified;

9. Each and every time there is a change of occupancy by transient occupants during the year when the STR permit is active, the STR property owner, or STR property rental agent must provide the Borough with information as to the identity of every transient occupant who will be occupying the STR property, on a form to be made available by the Borough or in electronic format on the Borough website;
10. I understand that any misuse of STR rights granted by the Borough in connection with the issuance of the STR Permit, or the filing of multiple complaints pertaining to the STR with the Borough of Highlands or the Borough's Police Department may subject me to possible revocation of this permit and/or issuance of fines or penalties;
11. I certify that there have been no prior revocations or suspensions of the STR permit or any Borough issued Certificate of Occupancy for the same property which is the subject of this STR permit.
12. The annual application/registration fee as follows: \$400.00 annually for short-term rental property to be rented to separate Transient Occupants not more than five (5) times per month; or \$500 annually for short-term rental property to be rented to separate Transient Occupants six (6) or more times per month.

I hereby certify that the statements made in this Application and Acknowledgement 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 Borough of Highlands. 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 Borough of Highlands.

Applicant Signature: _____ Date: _____

THIS SECTION TO BE COMPLETED BY BOROUGH CODE ENFORCEMENT STAFF

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- Copy of valid and current state identification: ____ YES ____ NO
 - Acknowledgement signed: ____ YES ____ NO
 - Short-Term Rental Property is a permitted use: ____ YES ____ NO
 - Copy of Condo Assoc. Letter: ____ YES ____ NO
 - Copy of Proof of Ownership: ____ YES ____ NO
 - Copy of liability insurance: ____ YES ____ NO
 - Application/Registration fee collected: ____ \$400 ____ \$500
 - **[\$85.00]** CCO fee paid: ____ YES ____ NO (as applicable)

Completed and Reviewed by: Staff Initials _____ Date: _____

Rejected _____ Under Review _____ Approved _____

Continued Certificate of Occupancy (CCO) Issued: _____ YES _____ NO

STR Permit # _____ Date Permit and CCO Issued: _____ Expiration Date: _____