



• **RENTAL Licensing Information** (609-967-5918)

**The TOTAL DUE on your 2017 INVOICE is correct!**

*(there was a hard coded program error on the invoice, reflecting 2016 per unit rate for last year)*

**License Fees have INCREASED \$50 for 2017 Rental Season (\$300 per unit)**

**(2016 License fee was \$250 per unit)**

- ✓ Renewal inspections begin the first week in January continuing thru April based on the property location. Please mark your calendar and make necessary arrangements. **You do not need to be present for inspection.**
- Initial scheduled inspection dates stamped on your invoice will not be changed!**
- ✓ KEYS are picked up from your agent prior to the scheduled date. Please verify the keys work in advance.
- ✓ Note “**courtesy**” key or any change in agent or realtor on the renewal invoice.
- ✓ You **MUST** have an authorized agent or managing agent who resides in Cape May County.
- ✓ All municipal taxes, water and sewer charges **must be paid current!**
- ✓ Avoid re-inspection fees by having your property ready on your scheduled inspection date. \$25 is charged each time the inspector returns to your property.
- ✓ Selling your property? The license is transferable to the new owner.
- ✓ Not renting? Please notify us promptly in writing or call (609) 967-5918 to leave a voicemail message. Include name and rental property address that appears on the invoice to be removed from the list.

*revised 11/16*