

How to Apply for a Commercial Rental Certificate of Inspection (CI)

1. Select the Certificate Type. In this case, select Commercial Rental.

Log Out

NEPTUNE TOWNSHIP
CERTIFICATE OF INSPECTION APPLICATION

✉
Fill in Application Information

☐
Sign and Submit

☐
Payment

0% Complete

Housing - Certificate of Inspection "20230795" has been created.

1) Certificate Type

Certificate Type Sales
 Rental
 Short Term Seasonal Rental
 Commercial Sale
 Commercial Rental
 Transfer of Title

2) Property Information

Application Date 📅

Parcel Data 🔍

Location Street Address

Block

Lot

Qualifier

Unit

3) Current Owner Information

Current Owner Name

Current Owner Address

Current Owner City, St Zip

Current Owner Phone

Current Owner Email

4) Renter Information (Commercial Rental)

Renter Name

Renter Address

Renter City, State Zip

Renter Telephone

Renter Email

Property Information: In the Parcel Data box, type the address and a blue box will come up with the address. Once you click the address in blue, it will complete the Block, Lot, Qualifier, Street Address, and Owner Information below.

Current Owner Information: This will prepopulate from the Parcel Data. Just enter telephone number and email.

Renter's Information: Complete all Renter's information. If the Rental is a business with an LLC/Inc., the program will prompt you to upload the business documents.

Additional Buyer(s) [Add Buyer/Occupant](#)

Buyer/Occupant Name

Total Occupants

5) Agency/Agent Information:

Is There An Agent? Yes No

Agent's Phone No.

Agent's Name

Agency Name

Agency Telephone

Agent Email

6) Commercial Type

Commercial Uses

Hotels/Motels/Rooming & Boarding Houses

Day Care Facilities

Nursing Homes and Health Care Centers

Current Number of Units - Commercial

Current Number of Units - Residential

of Units

of Units

of Rooms

Closing Date

Closing Date

Lease Through

Click Add Buyer/Occupant for each occupant.

If an agent was used, click yes and complete the information. If not, click no and move to Step 6.

Select the correct commercial type to the left and enter how many units the renter will be occupying to the right.

Click "Save and Continue" to submit application to proceed to signature and payment.



Save and Continue

The inspection fee is \$150.00 per structure, plus \$75.00 for each additional unit to be inspected. **

**** If the application is received five (5) or less business days prior to the anticipated closing date, the fees will be increased by \$50.00 for each required inspection. If an inspection is requested during non-business hours, an additional fee of \$150.00 for up to two hours (and \$100.00 per hour or fraction of an hour after that) will apply.****

NEPTUNE TOWNSHIP CERTIFICATE OF INSPECTION APPLICATION

Progress bar with three stages: **Fill in Application Information** (40% Complete), **Sign and Submit**, and **Payment**.

Housing - Certificate of Inspection "20230795" has been updated.

CI Application | 2 Sign and Submit

Click the link below to view your application to ensure there are no mistakes. [Click here](#) if you need to go back and make changes. Otherwise, check the box to verify that you have completed this application and intend to submit for review. Type your full name in the space provided then provide your electronic signature in the signature box using your mouse (or finger if on a mobile device). You must click Save Signature after signing before clicking the Submit button. Unverified applications will be deleted within 1 hour. You will not be able to return to this application if you close this page.

Your fee for this application is \$150.00

Certificate Type Commercial Rental

Ready to Submit

Type your Full Name

Responsible Person Email

Comments

You can review your application by clicking the blue "Click here" in the paragraph above. Once reviewed, check Ready to Submit and enter in the responsible person's Name and Email.

Provide your e-Signature in the box below, then click the Save Signature button (REQUIRED)

Signature box with **Clear** and **Save Signature** buttons. Text below: **Sign above then click Save Signature**

Using your mouse, sign your name, and click "Save Signature".

Applicant

Applicant Owner Buyer Agent Other

Name

Phone

Email

As the applicant, select your relation (Owner, Buyer, Agent, or Other), and enter your information.

Certification in Lieu of Oath and Acknowledgement

CERTIFICATION IN LIEU OF OATH AND ACKNOWLEDGEMENT

I hereby certify that I am the owner of record or agent authorized by the owner of record to make this application for a Certificate of Inspection.

I further certify that the property is in compliance with all applicable laws, regulations and rules. Smoke detectors and carbon monoxide alarms are installed as required and in good working order.

I understand and have made the owner aware that occupancy of any structure prior to obtaining a Certificate of Inspection is in violation of the ordinances of the Township of Neptune and punishable by a fine of up to \$1,250.00.

I further understand and have made the owner aware that a Mercantile Registration is required for all rental properties and that the Registration is required to be renewed on an annual basis. A copy of a valid Mercantile Registration is included with this application.

I further understand that an open construction permit may prevent the issuance of a Certificate of Inspection.

I agree to be on premises at least 15 minutes prior to the scheduled inspection time.

I understand that if any of the information on this application is willfully false, I am subject to punishment.

Save and Continue



Click Save and Continue.

Housing - Certificate of Inspection "20230795" has been updated.

Log Out

NEPTUNE TOWNSHIP CERTIFICATE OF INSPECTION APPLICATION

<input checked="" type="checkbox"/> Fill in Application Information	<input checked="" type="checkbox"/> Sign and Submit	<input type="checkbox"/> Payment
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80% Complete

Your application has been received! Please make payment below.

Payment

Fee Due: \$150.00 | Pay Online Now

Click Pay Online Now to pay with a credit/debit card or an e-check.

Initial Fee \$150.00
 Payments Made \$0.00
 Application Balance Due \$150.00

All Payments None

No records to display.

View Application

EDIT APPLICATION

Certificate of Inspection Application Commercial Rental

563021213

Code Enforcement
 25 Neptune Blvd.
 Neptune, NJ 07753
 (732) 988-5200 EXT. 211
 inspections@Neptunetownship.org



Closing Date: _____

PROPERTY INFORMATION

Property Address: _____ Unit #: _____
 Block: _____ Lot: _____

CURRENT OWNER INFORMATION

Current Owner of Property: _____
 Address: _____
 (A POST OFFICE BOX ADDRESS IS NOT PERMITTED)
 City / State / Zip: _____
 Phone: _____ Owner Email: _____

RENTER INFORMATION

Renter Name: _____
 Renter's Current Address: _____
 City / State / Zip: _____
 Phone: _____ Email: _____

TENANTS:

Once you pay, your application will be reviewed by the office staff. There is a 5-business day review process. To schedule an inspection earlier than the 5 business days, you must pay the **\$50.00 rush fee** that was previously mentioned.