

How to Apply for a Short Term Seasonal Rental Certificate of Inspection (CI)

1. Select the Certificate Type. In this case, select Short Term Seasonal Rental.

Log Out

NEPTUNE TOWNSHIP
CERTIFICATE OF INSPECTION APPLICATION

✉
Fill in Application Information

□
Sign and Submit

□
Payment

0% Complete

Housing - Certificate of Inspection "20230790" has been created.

1) Certificate Type

Certificate Type Sales

Rental

Short Term Seasonal Rental

Commercial Sale


Commercial Rental

Transfer of Title

Short Term Seasonal Rentals are any rentals that are for less than 365 days. Short Term Rentals Are required to rent the premises for no less than 2 nights; any rental less than 2 nights is strictly prohibited. Short term seasonal rentals shall not be occupied by owner or any other person other than other the renter(s) during the rental periods. Rooms and/or sections of occupied dwellings, units and apartments may not be rented separately.

Short Term Seasonal Rentals will have two separate defined Seasons: Short Term Summer Season begins May 23rd and ends on September 30th and Short Term Winter Season begins October 1st and ends on May 22nd.

Please read carefully, then click "Click here for the Short Term Rental Application".

Click here for the Short Term Rental Application

Short Term Rental CI Application

Instructions

- Short Term Seasonal Rentals are any rentals that are for less than 365 days. Short Term Rentals Are required to rent the premises for no less than 2 nights; any rental less than 2 nights is strictly prohibited.
- Short term seasonal rentals shall not be occupied by owner or any other person other than other the renter(s) during the rental periods. Rooms and/or sections of occupied dwellings, units and apartments may not be rented separately.
- Short Term Seasonal Rentals will have two separate defined Seasons: Short Term Summer Season begins May 23rd and ends on September 30th and Short Term Winter Season begins October 1st and ends on May 22nd.
- A certificate of inspection shall be made once prior to initial occupancy of the premise before each Short Term Rental Season.
- A Short Term Seasonal Update Application shall be submitted with the applicable fee for each change of occupant(s) during the Short Term Season and shall be submitted prior to the occupancy of those occupants. The application shall include the names of all occupants and shall include the beginning and ending dates of the occupancy. The update fee is as established herein.

Select the Rental Period

Rental Period -- Please select --

Select Rental Period: Summer or Winter.

Select the Property Location

- Start typing the property address in the Parcel Data field below.
- A list of matching properties will appear below it. Click on the desired property to select it.
- Once selected, the address will appear below the Parcel Data box and will fill in the property address, block, lot and qualifier automatically.
- If you can't find the parcel, click the Search Icon to bring up more search options.

Parcel Data

Location Street Address

Block

Lot

Qualifier

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 Location Street Address, Block, Lot, and Qualifier Information below.

Comments

Comments

Click "Continue" to move forward.



Continue

Short Term Rental CI Application

Instructions

- Enter the number of dwelling units to be inspected on the same day at the same time.
- Only include units at the property that will be used as a Short Term Rental for the selected rental period that you are prepared to enter lease and tenant information for.
- After entering the number of dwelling units, you must enter the Unit #(s) in the space provided. If there is no unit #, enter N/A.
- Unit #s must be unique. If there's an existing STR Application for the same Unit # during the same period, you must go back and update that application instead of starting a new one.
- Enter the property owner contact information and agent information (if applicable) in the space provided.

Rental Period

Rental Period Winter
Year 2023

Property Location

Parcel Data
Location Street Address
Block
Lot
Qualifier

Structure Information Single Family 2 Family Multiple Dwelling (3 or more dwelling units)

of Dwelling units to be inspected on the same day at the same time
Range from 1 to 100

Units

Unit #

Property Owner

Property Owner Name
Property Owner Address
Property Owner City, St Zip

Property Owner Email
Property Owner Phone

Agent

Is There An Agent? Yes No

Agency Name
Agency Telephone

Agent's Name
Agent Email
Agent's Phone No.

Comments

Comments

This area will be prefilled with the information you provided on the previous screen. Only thing you will need to enter is the structure information and # of Dwelling Units to be inspected at one time.

Once # of Units are entered above, you will need to label the units numbers as they appear on the property. (Ex. Unit 1, Unit 2 or A and B, etc.)

The property owner information will be prefilled. Enter email and phone number of owner.

Enter Agent Information, if applicable.

Click "Continue" to move forward.

Continue

Short Term Rental CI Application

Instructions

- Click the **New Lease** button to add your leases. Each unit entered must have at least one lease attached to it.
- If you make a mistake when entering a lease, you can click the **Delete Lease** button next to the lease you want to remove. After it's been deleted, you can re-enter the lease. The **Delete Lease** option will only be allowed before payment is made.
- If this is a new application and not a **Tenant Update**, you must click the **Sign and Submit** button when you are done adding your leases.
- Finally, click the **Pay Online** button to enter your payment through our secure payment gateway. Note: **Tenant Update** applications do not require an additional signature.

This area will be prefilled with the information you provided on the first page of the application.

Rental Period

Rental Period Winter
Year 2023

Property Location

Parcel Data
Location Street Address
Block
Lot
Qualifier
Structure Information

ADDRESS

Unit # [New Lease for Unit #](#)



Click "New lease for unit #".

Unit #	Lease Start	Lease End	Tenants	Fee	Paid	Due	Status
<i>The initial lease for this unit must be entered in order to submit your application</i>							

Comments

Comments

Short Term Rental CI Application | New Lease

Instructions

- Enter the lease dates, making sure they fall within the valid range displayed.
- Leases must be for a minimum of two nights.
- Enter the Tenant's full name.
- Click the **Add Tenant** button for each of the tenants on the lease and provide all of their names in the Tenants Grid.
- Only enter one tenant name in each space provided (do not list all tenants in the same Tenant Name field).
- You must include all occupants that will be occupying the premises!

Short Term Rental Information

Location Street Address:

Unit #:

This area will be prefilled with the information you provided on the first page of the application.

Lease Period

Short Term Rental Period: Winter 2023
Valid Lease Dates: 10/01/2023 thru 05/22/2024

Lease From: 

Lease To: 

Enter the dates of lease.

Tenants **Add Tenant**

Name

Add **ALL** tenants.

Click "Save Lease".



Save Lease Cancel, Go Back

Short Term Rental CI Application

Instructions

- Click the **New Lease** button to add your leases. Each unit entered must have at least one lease attached to it.
- If you make a mistake when entering a lease, you can click the **Delete Lease** button next to the lease you want to remove. After it's been deleted, you can re-enter the lease. The **Delete Lease** option will only be allowed before payment is made.
- If this is a new application and not a **Tenant Update**, you must click the **Sign and Submit** button when you are done adding your leases.
- Finally, click the **Pay Online** button to enter your payment through our secure payment gateway. Note: **Tenant Update** applications do not require an additional signature.

Rental Period

Rental Period Winter
Year 2023

Property Location

Parcel Data
Location Street Address
Block
Lot
Qualifier
Structure Information

ADDRESS

Unit #1 **New Lease for Unit #1**

Click "New Lease For Unit" for every update you wish to complete.

Unit #	Lease Start	End Date	All Tenant Names			Due	Status
1	Start Date	End Date	All Tenant Names	\$250.00	\$0.00	\$250.00	Unpaid Delete Lease

Comments

Comments

This area will be prefilled with the information you provided on the first page of the application.

Click "Sign and Submit" when done adding all leases.



Sign and Submit

Short Term Rental CI Application

Instructions

- You are about to submit your CI Application. 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.
- After submitting your application, you will be prompted to make an online payment.
- Unverified applications will be deleted within 1 hour. You will not be able to return to this application if you close this page.

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 further certify the New Jersey Multiple Dwelling Registration Number 1334 - (required for structures with three or more dwelling units) is valid.

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.

Enter your name and email

Ready to Submit

Type your Full Name

Responsible Person Email

Check Ready to Submit and enter in the responsible person's Name and Email.

Comments

Comments

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

Clear Sign above then click Save Signature Save Signature

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

Click "Submit".



Submit

Short Term Rental CI Application

Instructions

- Click the New Lease button to add your leases. Each unit entered must have at least one lease attached to it.
- If you make a mistake when entering a lease, you can click the Delete Lease button next to the lease you want to remove. After it's been deleted, you can re-enter the lease. The Delete Lease option will only be allowed before payment is made.
- If this is a new application and not a Tenant Update, you must click the Sign and Submit button when you are done adding your leases.
- Finally, click the Pay Online button to enter your payment through our secure payment gateway. Note: Tenant Update applications do not require an additional signature.

Rental Period

Rental Period: Winter
Year: 2023

Property Location

Parcel Data
Location Street Address
Block
Lot
Qualifier
Structure Information

This area will be prefilled with the information you provided on the first page of the application.

ADDRESS

Unit #1 New Lease for Unit #1

Unit #	Lease Start	Lease End	Tenants	Fee	Paid	Due	Status
1	Start Date	End Date	All Tenant Names	\$250.00	\$0.00	\$250.00	Update Delete Lease

Payment Overview

Total Fee: \$250.00
Total Paid: \$0.00
Balance Due: \$250.00

Comments

Comments

Click "Pay Online".  Pay \$ 250.00 Online

NOTE: The fees will be different depending on if it is a Winter or Summer Rental. The initial Winter Application is \$250.00 and the initial Summer Application is \$500.00. Updates will be \$100.00 per update.

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.