

## How to Apply for a Transfer of Title (TOT)

1. Select the Certificate Type. In this case, select Transfer of Title.

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: 09/29/2023

Parcel Data:

Location Street Address:

Block:

Lot:

Qualifier:

Unit:

3) Current Owner Information

Current Owner's Name:

Current Owner's Address:

Current Owner's City-ST-Zip:

Owner Telephone:

Owner Email:

Currently Occupied?  Yes  No

4) Buyer Information

Buyer Name:

Buyer Address:

Buyer City, State Zip:

Buyer Telephone:

Buyer 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. If the property is occupied, then A Transfer of Title cannot be completed, and you must complete a Certificate of Inspection Sale (CIS) Application. For a Transfer of Title, the property **must be vacant**.

**Buyer's Information:** Complete all Buyer's information. If the buyer is an LLC/Inc., the program will prompt you to upload the business documents.

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

Buyer/Occupant Name

Total Occupants

Click Add Buyer/Occupant for each person that will be purchasing the property.

5) Agency/Agent Information:

Is There An Agent?  Yes  No

Agent's Phone No.

Agent's Name

Agency Name

Agency Telephone

Agent Email

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

6) Transfer of Title Type

Structure Type  Single Family

Two Family

Multi-Family

Commercial

Number of Units

The inspection fee is \$85.00.

Closing Date

Closing Date  

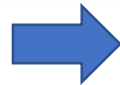
Lease Through  

Total Fees

Number of business days before the closing date: *closing date not entered*

Qty	Description	Unit Price	Total Price
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Click "Save and Continue" to submit application to proceed to signature and payment.



Save and Continue

**\*\* 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 \$85.00

Certificate Type: Transfer of Title  
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. Instruction: *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.

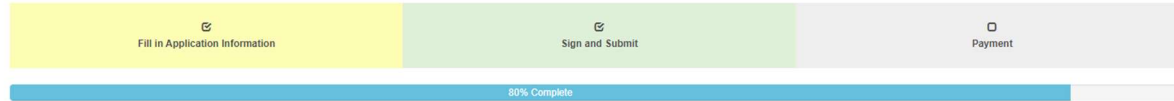
I understand that if any of the information on this application is willfully false, I am subject to punishment.

Save and Continue



Click Save and Continue.

### NEPTUNE TOWNSHIP CERTIFICATE OF INSPECTION APPLICATION



Your application has been received! Please make payment below.

#### Payment

Fee Due: \$85.00 | Pay Online Now

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

Initial Fee \$85.00  
 Payments Made \$0.00  
 Application Balance Due \$85.00

All Payments None

No records to display.

View Application

EDIT APPLICATION

#### Certificate of Inspection Application Transfer of Title

563022486

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



Closing Date  
 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: \_\_\_\_\_

#### BUYER INFORMATION:

Name of Buyer: \_\_\_\_\_  
 Current Address of Buyer: \_\_\_\_\_  
 City / State / Zip: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### ADDITIONAL BUYERS:

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.