

Residential Certificate of Inspection Application

Code Enforcement
25 Neptune Blvd.
Neptune, NJ 07753
(732) 988-5200 EXT. 260
inspections@Neptunetownship.org



Neptune
Township - NJ

Where Community, Business & Tourism Prosper

Summer Rental Dates

Start Date _____

End Date _____

TYPE OF STRUCTURE

Check One: ☐ Single Family ☐ Two Family ☐ Multiple Dwelling (3 or more dwelling units)

Check One: ☐ Sale ☐ Rental ☐ Clear ☐ Summer Rental ☐ Summer Update

Block: _____ Lot: _____

PROPERTY ADDRESS: _____ UNIT # _____

(1) PRESENT OWNER OF PROPERTY: _____

ADDRESS: _____

(POST OFFICE BOX ADDRESS IS NOT ACCEPTABLE)

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ OWNER EMAIL: _____

(2) NAME OF BUYER OR TENANT: _____

CURRENT ADDRESS OF BUYER OR TENANT: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ EMAIL: _____

(3) AGENT NAME: _____ AGENCY: _____

PHONE: _____ EMAIL: _____

MULTIPLE DWELLINGS (3 or more dwelling units): NAME, ADDRESS AND CONTACT INFORMATION FOR OWNER OR AGENT THAT RESIDES OR HAS AN OFFICE IN MONMOUTH COUNTY - (NO PO BOX)

NAME: _____

ADDRESS: _____

PHONE: _____ E-MAIL: _____

PRINT NAMES OF ALL OCCUPANTS BUYER / TENANT ONLY

***** PLEASE READ AND SIGN THE REVERSE SIDE OF APPLICATION*****

CERTIFICATION IN LIEU OF OATH AND ACKNOWLEDGEMENT
(OWNER / AGENT)

- 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.
- If applicant is the agent for the owner, I, the agent for the owner certify that I have made the owner aware of all applicable laws, regulations and rules.
- 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 State Multiple Dwelling Registration Number 1334 - _____ (required for structures with three or more dwelling units) is valid.
- I understand 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 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 further understand that application fees are nonrefundable.
- I agree to be on the 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.

Number of Dwelling Units in the Building: _____

Number of Commercial Units in the Building: _____

Number of Bedrooms in the Unit to be inspected: _____

PRINT NAME OF APPLICANT: _____

SIGNATURE OF APPLICANT: _____ **DATE:** _____

CERTIFICATION IN LIEU OF OATH AND ACKNOWLEDGEMENT
(BUYER / TENANT)

- I hereby certify that the information contained in this application that pertains to the Buyer or Tenant is accurate.
- I understand that the current owner or the agent of the owner has certified that the property is in compliance with all applicable laws, regulations and rules, and that smoke detectors and carbon monoxide alarms are installed as required and in good working order.
- I understand 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 that application fees are nonrefundable
- I understand that if any of the information on this application is willfully false, I am subject to punishment.

PRINT NAME OF BUYER OR TENANT: _____

SIGNATURE OF BUYER OR TENANT: _____ **DATE:** _____