

# Residential Certificate of Inspection Application

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



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 property was in compliance at the time of inspection with all applicable laws, regulations and rules. Smoke detectors and carbon monoxide alarms were 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:** \_\_\_\_\_