

Residential Certificate of Inspection Application

Code Enforcement
25 Neptune Blvd.
Neptune, NJ 07753
(732) 988-5200 EXT. 261
HKepler@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 RENTER: _____

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

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 State 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 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: _____

SIGNATURE OF BUYER OR TENANT: _____

DRIVER'S LICENSE # OF BUYER OR TENANT: _____

DATE: _____