

Code Enforcement
25 Neptune Blvd
Neptune, NJ 07753
732-988-5200 Ext 260



Inspections@Neptunetownship.org

TRANSFER OF TITLE (Sale Application)

Block _____ Lot _____

Application is hereby made for the *TRANSFER OF TITLE ONLY*. I fully understand that the property cannot be occupied until an inspection is conducted and the approval for the issuance of a *CERTIFICATE OF INSPECTION* for this location as provided by Ordinance #96-35 is obtained.

Property Address: _____

Is the property currently occupied? _____ (Note: The premises must be vacant at the time of inspection)

Current Owner of Property: _____

Owner Address _____ Phone _____

City _____ State _____ Zip _____

1. Buyer's Name: _____ Phone: _____

Address: _____ City _____ State _____ Zip _____

2. Buyer's Name: _____ Phone: _____

Address: _____ City _____ State _____ Zip _____

(Note: If more than two buyers, please submit the names and required information for all additional buyers.)

A non-refundable fee of **\$65.00** must be paid at the time of application.

Payment can be made with cash, check, or money order or credit card (Visa is NOT accepted)

**Failure to obtain a CERTIFICATE OF INSPECTION prior to occupancy is punishable
By a fine not to exceed \$1,250.00**

1. _____
Buyer Signature _____ Date _____

2. _____
Buyer Signature _____ Date _____

Owner's Signature: _____ Date: _____

Print Name: _____

PLEASE SEE REVERSE SIDE

NO OCCUPANCY PERMITTED WITH A TRANSFER OF TITLE CERTIFICATE

1. Single Family _____
2. Two Family _____
3. Multi Family _____ No. of Units _____
4. Commercial _____ No. of Units _____

Realtor's Name: _____ Phone: _____

Agency: _____

NAME AND SIGNATURE OF THE PERSON SUBMITTING THIS APPLICATION

AFFIDAVIT: TRANSFER OF TITLE

I, _____ will not permit occupancy of the premises located at
(Names of all Buyers)

_____ until the premises are in full compliance with all Federal,
State, County and Municipal regulations. Furthermore, I will not permit occupancy of the
Premises until a clear Certificate of Inspection is obtained from the Neptune Township Code
Enforcement Department.

Signature(s) of all Buyers: 1. _____
2. _____

Notary:

Seal:

FOR OFFICE USE ONLY

Checked By Construction Dept. _____ (initials)

Date:

Fee:\$_____ Check #_____ Received By_____: CI #_____

Remarks: _____