

How to Apply for a Residential Short-Term Rental Certificate of Inspection (CI)

1. Go to www.neptunetownship.org
2. Under Departments, click Code Enforcement.
3. Click “Short Term Rental Application”.
4. Complete Application:

Short Term Rental CI Application

Instructions

- Short Term Seasonal Rentals are any rentals that are for less than 365 days. Short Term Rentals Are required to rent the premises for no less than 2 nights; any rental less than 2 nights is strictly prohibited.
- Short term seasonal rentals shall not be occupied by owner or any other person other than other the renter(s) during the rental periods. Rooms and/or sections of occupied dwellings, units and apartments may not be rented separately.
- Short Term Seasonal Rentals will have two separate defined Seasons: Short Term Summer Season begins May 23rd and ends on September 30th and Short Term Winter Season begins October 1st and ends on May 22nd.
- A certificate of inspection shall be made once prior to initial occupancy of the premise before each Short Term Rental Season.
- A Short Term Seasonal Update Application shall be submitted with the applicable fee for each change of occupant(s) during the Short Term Season and shall be submitted prior to the occupancy of those occupants. The application shall include the names of all occupants and shall include the beginning and ending dates of the occupancy. The update fee is as established herein.

Select the Rental Period

Rental Period

Year

Select Rental Period: Summer or Winter

Select the Property Location

- Start typing the property address in the Parcel Data field below.
- A list of matching properties will appear below it. Click on the desired property to select it.
- Once selected, it will fill in the property address, block, lot and qualifier automatically.
- If you can't find the parcel, click the Search icon to bring up more search options.

Parcel Data

Location Street Address

Block

Lot

Qualifier

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 Location Street Address, Block, Lot, and Qualifier Information below.

Click “Continue” to move forward.



Continue

Short Term Rental CI Application

Instructions

- Enter the number of dwelling units at the property that will be used as a Short Term Rental.
- Only include the units that you are prepared to enter lease and tenant information for. Each unit entered must have at least one lease attached to it.
- After entering the number of dwelling units, you must enter the Unit #(s) in the space provided. If there is no unit #, enter N/A.
- Unit #s must be unique. If there's an existing STR Application for the same Unit # during the same period, you must go back and update that application instead of starting a new one.
- Enter the property owner contact information and agent information (if applicable) in the space provided.

Rental Period	
Rental Period	Winter
Year	2023
Property Location	
Parcel Data	
Location Street Address	
Block	
Lot	
Qualifier	
# of Dwelling Units	<input type="text"/>
Range from 1 to 100	
Units	
Unit #	
Property Owner	
Property Owner Name	<input type="text"/>
Property Owner Address	<input type="text"/>
Property Owner City, St Zip	<input type="text"/>
Property Owner Email	<input type="text"/>
Property Owner Phone	<input type="text"/>
Agent	
Is There An Agent?	<input type="radio"/> Yes <input type="radio"/> No
Agency Name	<input type="text"/>
Agency Telephone	<input type="text"/>
Agent's Name	<input type="text"/>
Agent Email	<input type="text"/>
Agent's Phone No.	<input type="text"/>

This area will be prefilled with the information you provided on the previous screen. Only thing you will need to enter is the # of Dwelling Units.

Once # of Units are entered above, you will need to label the units numbers as they appear on the property. (Ex. Unit 1, Unit 2 or A and B, etc.)

This area will be prefilled.

Enter email and phone number of owner.

Enter Agent Information, if applicable.

Click "Continue" to move forward.

Short Term Rental CI Application

Instructions

- Click the **New Lease** button to add your leases. Each unit entered must have at least one lease attached to it.
- After you are done entering all of your leases, click the **Pay Online** button to enter your payment through our secure payment gateway.

Rental Period

Rental Period Winter
Year 2023

Property Location

Parcel Data
Location Street Address
Block
Lot
Qualifier

This area will be prefilled with the information you provided on the first page of the application.

ADDRESS

Unit # [New lease for this unit](#)



Click "New lease for this unit".

Unit #	Lease Start	Lease End	Tenants	Fee	Paid	Due	Pay Status
--------	-------------	-----------	---------	-----	------	-----	------------

The initial lease for this unit must be entered in order to submit your application

Short Term Rental CI Application | New Lease

Instructions

- Enter the **lease dates**, making sure they fall within the valid range displayed.
- Leases must be for a minimum of two nights.
- Enter the **Tenant's full name**.
- Click the **Add Tenant** button for each of the tenants on the lease and provide all of their names in the Tenants Grid.
- Only enter one tenant name in each space provided (do not list all tenants in the same Tenant Name field).

Short Term Rental Information

Location Street Address

Unit #

This area will be prefilled with the information you provided on the first page of the application.

Lease Period

Short Term Rental Period: **Winter 2023**

Valid Lease Dates: **10/01/2023** thru **05/22/2024**

Lease From 

Lease To 

Enter the dates of lease.

Tenants

Add Tenant

Add **ALL** tenants.

Name

Click "Save Lease".



Save Lease Cancel, Go Back

Short Term Rental CI Application

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Rental Period

Rental Period Winter
Year 2023

Property Location

Parcel Data
Location Street Address
Block
Lot
Qualifier

This area will be prefilled with the information you provided on the first page of the application.

Unit #	Lease Start	Lease End	Tenants	Fee	Paid	Due	Pay Status
N/A	Start Date	End Date	All Tenant Names	\$250.00	\$0.00	\$250.00	Unpaid

Payment Overview

Total Fee \$ 250.00
Total Paid \$ 0.00
Balance Due \$ 250.00



NOTE: The fees will be different depending on if it is a Winter or Summer Rental. The initial Winter Application is \$250.00 and the initial Summer Application is \$500.00. Updates will be \$100.00 per update.

Once payment is made, your application will then be in the Review Process. You will be contacted if any further information will be required.