

## How to Apply for a Residential Sale Certificate of Inspection (CI)

1. Go to [www.neptunetownship.org](http://www.neptunetownship.org)
2. Under Departments, click Code Enforcement.
3. Click “Residential Sale Application”.
4. Complete Application:

Housing CI - Sales "Housing CI - Sales" has been created.

### **FAILURE TO PROVIDE REQUESTED INFORMATION MAY RESULT IN DELAY OR REJECTION OF THE APPLICATION**

1) Property Information

Application Date

10/24/2022

Parcel Data

Location Street Address

PO BOXES ARE NOT ACCEPTABLE AND WILL NOT BE PROCESSED

Block

Lot

Qualifier

Unit #

Property Information: 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 Block, Lot, Qualifier, Street Address, and Owner Information below. You may choose to override the location or owner information if you choose.

2) Current Owner Information

Current Owner's Name

Current Owner's Address

Current Owner's-City-ST-Zip

Owner Telephone

Owner Email

Current Owner Information: This will prepopulate from the Parcel Data.

3) Buyer's Information (if applicable)

Buyer Name

Buyer Is

☐ Buyer and Occupant ☐ Buyer Only

Buyer Address

Buyer City, State, Zip

Buyer Telephone

Buyer Email

Buyer's Information (if applicable): Complete all Buyer's information.

4) Additional Buyer / Occupant

Add Buyer/Occupant

Buyer/Occupant Name

Total Occupants

Click Add Buyer/Occupant for each occupant that will be living in the home.

5) Agency/Agent Information: (if applicable)

Is There An Agent? ☐ Yes ☐ No

Agent's Name

Agency Name

Agent's Phone No.

Agent Email

If an agent was used, click yes and complete the information. If not, click no and move to Step 6.

6) Housing Type - Units to be Inspected

Structure Information ☐ Single Family ☐ 2 Family ☐ Multiple Dwelling (3 or more dwelling units)

# of Dwelling Units in the Structure

# of Commercial Units in the Structure

# of Bedroom in the Unit to be Inspected

Closing Date  

The inspection fee is \$150.00 per structure, plus \$75.00 for each additional dwelling or commercial unit to be inspected. \*\*

Click "Save and Continue" to submit application to proceed to signature and payment.



Save and Continue

**\*\* If the application is received five (5) or less business days prior to the anticipated closing date, the fees will be increased by \$50.00 for each required inspection. If an inspection is requested during non-business hours, an additional fee of \$150.00 for up to two hours (and \$100.00 per hour or fraction of an hour after that) will apply.\*\***

Housing CI - Sales "Housing CI - Sales" has been updated.

#### Sign and Submit

Click the link below to view your application to ensure there are no mistakes. [Click here](#) if you need to go back and make changes. Otherwise, check the box to verify that you have completed this application and intend to submit for review. Type your full name in the space provided then provide your electronic signature in the signature box using your mouse (or finger if on a mobile device). You must click Save Signature after signing before clicking the Submit button. Unverified applications will be deleted within 1 hour. You will not be able to return to this application if you close this page.

Your fee for this application is \$ 150.00

Sales Application  CI-Sales Application

Ready to Submit ☐

Type your Full Name

Responsible Person Email

Comments

You can review your application by clicking the blue “CI-Sales Application”. Once reviewed, check Ready to Submit and enter in the responsible person’s Name and Email.

Provide your e-Signature in the box below, then click the Save Signature button (REQUIRED)

Using your mouse, sign your name, and click “Save Signature”.

Clear

Sign above then click Save Signature

Save Signature

Applicant

**Applicant** ☐ Owner ☐ Buyer ☐ Agent ☐ Other

Name

Phone

Email

As the applicant, select your relation (Owner, Buyer, Agent, or Other), and enter your information.

**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 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 agree to be on 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.

Submit



Click Submit.

You will then be brought to the payment screen. In the blue box, click “Pay Online Now” to pay by Credit/Debit Card (3.25% fee) or by E-Check (\$1.25 fee), or you may click the option to pay by check or cash. Please only mail checks payable to “Township of Neptune”. If you wish to pay with cash, please come to the office in person. **DO NOT MAIL CASH.**