

## How to Apply for a Transfer of Title (TOT)

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

Log Out

NEPTUNE TOWNSHIP  
TRANSFER OF TITLE APPLICATION

✔  
Fill in Application Information

□  
Sign and Submit

□  
Payment

0% Complete

Transfer of Title "Transfer of Title" has been created.

Currently Occupied  Yes  No

Property Information

Application Date

Parcel Data

Property Location

**PO BOXES ARE NOT ACCEPTABLE AND WILL NOT BE PROCESSED**

Block

Lot

Qualifier

Current Owner Information

Current Owner of Property

Owner Address

City, State, Zip

Phone

Owner Email

Buyer 1 Information

Buyer's Name

Phone

Address

City, State, Zip

Select Yes or No. If you choose yes, then a Transfer of Title cannot be completed at this time, and you must complete a Certificate of Inspection Sale (CIS) Application. For a Transfer of Title, the property **must be vacant**.

Select the location from the parcel data to link this application to the map. This will complete the Block, Lot, Qual, Street Address and Owner Information below. You may choose the box to override location information or owner information.

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 Property Location, Block, Lot, Qualifier, and Current Owner Name.

Current Owner Information: Enter in Phone Number and Email of Owner.

Buyer 1 Information: Enter information of buyer.

Buyer 2 Information

Buyer's Name   
Phone   
Address   
City, State, Zip

Buyer 2 Information: Enter information of additional buyer, if applicable.

Agent Information

Is There An Agent?  Yes  No  
Agent's Name   
Phone   
Agency   
Agent's Address   
Agent's City, State, Zip   
Agent's Email

If an agent was used, click yes and complete the information. If not, click no and continue.

Structure Information

Structure Type  Single Family  
 Two Family  
 Multiple Dwelling  
 Commercial

Select the correct structure type.

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



Save and Continue

## NEPTUNE TOWNSHIP TRANSFER OF TITLE APPLICATION



Transfer of Title "Transfer of Title" has been updated.

No occupancy of the premises will be permitted until the premises are in full compliance with all Federal, State, County and Municipal regulations. Furthermore, no occupancy of the premises will be permitted until a clear Certificate of Inspection is obtained from the Neptune Township Code Enforcement Department.

**Ready To Submit**

**Buyer 1 Signature**

**Buyer 2 Signature**

**Responsible Person Email**

**Comments**

Check Ready to Submit and enter in the Buyer(s) Name and Email.

Applicant

**Applicant** Owner Buyer 1 Buyer 2 Agent Other

**Name**

**Phone**

**Email**

Select who the applicant is. Make sure all information is completed.

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



The screenshot shows a large white rectangular area for signing. Below this area are three buttons: 'Clear' on the left, 'Save Signature' on the right, and the text 'Sign above then click Save Signature' in the center. A callout box points to the signing area.

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

I, **BUYER**

will not permit occupancy of the premises located at **ADDRESS** until the premises are in full compliance with all Federal, State 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.

**AFFIDAVIT: TRANSFER OF TITLE**

**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 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.

Click “Submit” to submit application to proceed to payment.



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.**