



20__ RENTAL PROPERTY
MERCANTILE REGISTRATION
APPLICATION
(TO BE COMPLETED BY LANDLORDS OF ALL RENTAL PROPERTIES)

New Applicant _____ Renewal _____

Fee \$ _____
ALL FEES ARE NON REFUNDABLE

APPLICATIONS SHOULD BE SUBMITTED BY GOING TO
WWW.NEPTUNETOWNSHIP.ORG
AND SELECTING FORMS AND APPLICATIONS

IN THE EVENT THAT YOU DO NOT HAVE INTERNET ACCESS PLEASE USE THIS APPLICATION
ANY APPLICATION THAT IS INCOMPLETE WILL BE RETURNED

A COPY OF THE CERTIFICATE OF LIABILITY INSURANCE MUST BE SUBMITTED WITH ALL
APPLICATIONS – NO EXCEPTIONS

BLOCK: _____ LOT: _____ ADDRESS: _____

PROPERTY DESCRIPTION: RESIDENTIAL _____ COMMERCIAL _____

PROPERTY USE: HOTEL _____ MOTEL _____ BED & BREAKFAST _____

APARTMENT COMPLEX _____ ROOMING HOUSE _____

NAME OF COMPLEX _____ RENTAL OFFICE YES or NO

OF BUILDINGS ON PROPERTY: _____

Total
OF RESIDENTIAL UNITS _____ # OF COMMERCIAL UNITS _____

ARE ANY OF THE UNITS OWNER OCCUPIED? YES or NO
IF YES, HOW MANY _____

IS THIS PROPERTY BEING USED FOR SHORT TERM RENTALS? YES or NO

NAME OF PROPERTY OWNER
(If you have not already done so please supply our office with a copy of your corporate paperwork)

RESPONSIBLE PARTY FOR LLC AND INC OWNED PROPERTIES:

HOME ADDRESS: _____
(PO BOXES ARE NOT ACCEPTED – STREET ADDRESS ONLY)

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE #: _____ CELL PHONE #: _____

EMAIL ADDRESS: _____

WHERE WOULD YOU LIKE ALL CORRESPONDENCE MAILED IF DIFFERENT FROM ABOVE?

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PRIMARY CONTACT – If different from the owner

NAME: _____

PHONE #: _____ CELL PHONE #: _____

EMERGENCY CONTACTS

EMERGENCY CONTACT #1

NAME: _____

PHONE #: _____ CELL PHONE #: _____

EMERGENCY CONTACT #2

NAME: _____

PHONE #: _____ CELL PHONE #: _____

PENALTIES: Failure to obtain the proper registrations or to follow the rules and regulations set forth by this ordinance will constitute a violation of township Ordinance #22-40 and is punishable by a fine of up to \$1000 per day and/or imprisonment for a period not to exceed 90 days. Each day the violation continues will be considered a separate offense and distinct offense.

All registrations are for the current calendar year and expire on December 31 annually. Renewal must be made prior to December 31 for the following calendar year. Failure to renew will place owner in violation of municipal ordinance #22-40 and subject to the penalties stated above.

There will be a late fee penalty of \$25.00 for each registration whose payment is not received in our office by January 31 of the current registration year. Postmarks are not accepted.

I certify that I have read and understand the above statements and certify that the property described herein is in full compliance with all local and state regulations.

Signature of Applicant

Print

Date

Make checks payable to

TOWNSHIP OF NEPTUNE

Mail payment to

Neptune Township Mercantile Registration
Attn: Michele Narciso
PO Box 1167 – 25 Neptune Blvd
Neptune, NJ 07754-1167