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

1. Select the Certificate Type. In this case, select Rental.

NEPTUNE TOWNSHIP
CERTIFICATE OF INSPECTION APPLICATION

☑ Fill in Application Information	☐ Sign and Submit	☐ Payment

0% Complete

Housing - Certificate of Inspection "20230790" has been created.

1) Certificate Type

Certificate Type
- ○ Sales
- ● Rental
- ○ Short Term Seasonal Rental
- ○ Commercial Sale
- ○ Commercial Rental
- ○ Transfer of Title

2) Property Information

- Application Date: 09/29/2023
- Parcel Data:
- Location Street Address:
- 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.

3) Current Owner Information

- Property Owner Name:
- Property Owner Address:
- Property Owner City, St Zip:
- Property Owner Phone:
- Property Owner Email:

> Property Owner Information: This will prepopulate from the Parcel Data. Just enter telephone number and email.

4) Renter Information (Rental)

- Renter Name:
- Renter Address:
- Renter City, State Zip:
- Renter Telephone:
- Renter Email:

> Renter's Information: Complete all Renter information.

Tenant Information Add Tenant

Name	Unit	Rental Start

Total Occupants `0`

Click Add Tenant for each occupant that will be living in the home.

5) Agency/Agent Information:

Is There An Agent? ○ Yes ○ No

Agent's Phone No.

Agent's Name

Agency Name

Agency Telephone

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 to be Inspected `0`

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

Closing Date

Occupancy Date

Lease Through

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 occupancy 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.**

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☑ Fill in Application Information	☐ Sign and Submit	☐ Payment

40% Complete

Housing - Certificate of Inspection "20230790" has been updated.

CI Application | 2 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

Certificate Type   Rental

Ready to Submit   ☐

Type your Full Name   [   ]

Responsible Person Email   [   ]

Comments   [   ]

You can review your application by clicking the blue "Click here" in the paragraph above. 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 buton (REQUIRED)

Using your mouse, sign your name, and click "Save Signature".

[Clear]   Sign above then click Save Signature   [Save Signature]

Applicant

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

Applicant ○ Owner ○ Buyer ○ Agent ○ Other

Name

Phone

Email

Certification in Liew of Oath and Acknowledgement

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 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.
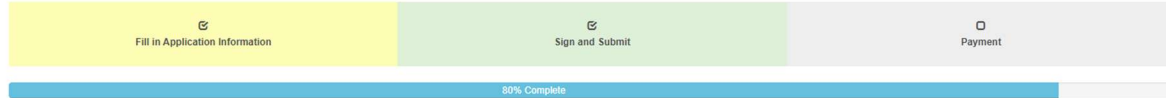
I understand that if any of the information on this application is willfully false, I am subject to punishment.

Save and Continue

Click Save and Continue.

Housing - Certificate of Inspection "20230790" has been updated.

NEPTUNE TOWNSHIP
CERTIFICATE OF INSPECTION APPLICATION

☑ Fill in Application Information	☑ Sign and Submit	☐ Payment

80% Complete

Your application has been received! Please make payment below.

Payment

Fee Due: $150.00 | Pay Online Now

Click Pay Online Now to pay with a credit/debit card or an e-check.

Initial Fee	$150.00
Payments Made	$0.00
Application Balance Due	$150.00

All Payments None |◄ ◄ ► ►|

No records to display.

☐ View Application

EDIT APPLICATION

Certificate of Inspection Application
Rental

563014131

Code Enforcement
25 Neptune Blvd.
Neptune, NJ 07753
(732) 988-5200 EXT. 211
inspections@Neptunetownship.org

Neptune
Township - NJ
Where Community, Business & Tourism Prosper

Closing Date
Closing Date: _____

PROPERTY INFORMATION
Property Address: _____   Unit # _____
Block: _____   Lot: _____

CURRENT OWNER INFORMATION
Current Owner of Property: _____
Address: _____
(A POST OFFICE BOX ADDRESS IS NOT PERMITTED)
City / State / Zip: _____
Phone: _____   Owner Email: _____

RENTER INFORMATION:
Renter Name: _____
Renter's Current Address: _____
City / State / Zip: _____
Phone: _____   Email: _____

TENANTS:

Once you pay, your application will be reviewed by the office staff. There is a 5-business day review process. To schedule an inspection earlier than the 5 business days, you must pay the **$50.00 rush fee** that was previously mentioned.