

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

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

☑ Fill in Application Information ☐ Sign and Submit ☐ Payment

0% Complete

Housing - Certificate of Inspection "20230787" 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

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

Current Owner Name

Current Owner Address

Current Owner City, St Zip

Owner Telephone

Owner Email

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

4) Buyer Information (Sales)

Buyer Name

Buyer Is Buyer and Occupant Buyer Only

Buyer Address

Buyer City, State Zip

Buyer Telephone

Buyer Email

Enter Buyer Name as it will appear on deed

Only add one name to Buyer. If Additional Buyers, add below

Buyer's Information: Complete all Buyer's information. If the buyer is an LLC/Inc., the program will prompt you to upload the business documents.

Additional Buyer(s) Add Buyer/Occupant

Buyer/Occupant Name

Total Occupants

5) Agency/Agent Information:

Is There An Agent? Yes No

Agent's Phone No.

Agent's Name

Agency Name

Agency Telephone


Agent Email

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

Closing Date

Closing Date 

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

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

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

NEPTUNE TOWNSHIP CERTIFICATE OF INSPECTION APPLICATION

Progress bar with three steps: **Fill in Application Information** (40% Complete), Sign and Submit, and Payment.

Housing - Certificate of Inspection "20230787" 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

Form fields for application details:

- Certificate Type: Sales
- 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 button (REQUIRED)

Signature box with controls:

- Clear button
- Sign above then click Save Signature (text)
- Save Signature button

Using your mouse, sign your name, and click "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

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.

NEPTUNE TOWNSHIP CERTIFICATE OF INSPECTION APPLICATION



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 Sales

563000172

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



Closing Date
Closing Date: 11/1/2023

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: _____

BUYER INFORMATION

Name of Buyer: _____
Current Address of Buyer: _____
City / State / Zip: _____
Phone: _____ Email: _____

ADDITIONAL BUYERS:

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.