



**Township of Neptune**  
 Township Clerk's Office  
 25 Neptune Blvd.  
 Neptune, NJ 07753  
 732.988.5200 Ext. 234

**Landlord Tenant  
 Registration**

*Date Stamp*

*N.J.A.C. 5:29-1.1*

Applicable to single and two unit dwellings only.

Submit Forms to [Clerk@neptuntownship.org](mailto:Clerk@neptuntownship.org) or via mail/in person to 25 Neptune Blvd. Neptune, NJ 07753

**Property Information**

Street Address		Suite/ Apt.		Front/Back
Town	Zip Code	Block(s)	Lot(s)	Qualifier

**Landlord/ Property Maintenance Information**

**1. Owner of Record**

Check Box if Owner is a corporation

Name		Street Address		
Town		State	Zip	

**2. Managing Agent**

Check Box if there is no managing Agent

Name		Street Address		
Town		State	Zip	

**3. Superintendent**

Check Box if there is no superintendent

Name		Street Address		
Town		State	Zip	

**4. Mortgagee**

There is no recorded mortgage on the property

Name		Street Address		
Town		State	Zip	

Name		Street Address		
Town		State	Zip	

**5. Emergency Contact\***

*Must include an emergency contact*

E-mail		Phone Number		
Is Fuel Oil Used to Heat the Building?	<input type="checkbox"/>	Yes	<input type="checkbox"/> No	
If Yes, does the Landlord Furnish Heat?	<input type="checkbox"/>	Yes, <i>Complete below</i>	<input type="checkbox"/> No	

**6. Fuel Oil**

Name of Fuel Oil Dealer		Grade of Fuel Oil		
Address of Fuel Oil Dealer Servicing the Building				

This information shall be filed with the Municipal Clerk of the municipality where the property is located and provided to each tenant and posted in a conspicuous place on the property.

Changes in the above information shall be provided for the above property within seven (7) days of the change.

Filing of this Form does not constitute compliance with permits, inspections or other approvals necessary for the rental of the property. The property owner/landlord are responsible with determining necessary approvals, permits, etc. and procuring same.

Signature	Printed name of Preparer	Date
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