



Where Community, Business & Tourism Prosper

**Certificate of Inspection Update  
Summer Rental  
Code Enforcement  
25 Neptune Boulevard  
Neptune, NJ 07753  
(732) 988-5200**

Rental: \_\_\_\_\_  
or  
Sale: \_\_\_\_\_

**FAXED COPIES OF APPLICATIONS ARE NOT ACCEPTED**

- Block: \_\_\_\_\_ Lot: \_\_\_\_\_

ISSUANCE APPLICATION SUMMER RENTAL, FOR THE FOLLOWING DWELLING UNIT AS PROVIDED BY ORDINACE 96-35

PROPERTY ADDRESS: \_\_\_\_\_

PRESENT OWNER OF PROPERTY: \_\_\_\_\_

OWNERS ADDRESS: \_\_\_\_\_  
(A POST OFFICE BOX IS NOT ACCEPTABLE)

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE # \_\_\_\_\_

RENTER: \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE # \_\_\_\_\_

A NON-REFUNDABLE FEE \$ \_\_\_\_\_ MUST BE PAID AT TIME OF APPLICATION.

FAILURE TO MAKE APPLICATION AND OBTAIN A CERTIFICATE OF INSPECTION FOR EACH NEW TENANT OR BUYER OF A DWELLING UNIT IS PUNISHABLE BY A FINE NOT TO EXCEED \$1,250.00.

JUNE \_\_\_\_\_ TO JUNE \_\_\_\_\_ JULY \_\_\_\_\_ TO JULY \_\_\_\_\_

AUGUST \_\_\_\_\_ TO AUGUST \_\_\_\_\_ SEPTEMBER \_\_\_\_\_ TO SEPTEMBER \_\_\_\_\_

**SMOKE DETECTOR AND CARBON MONOXIDE COMPLIANCE**

I, \_\_\_\_\_, CERTIFY THAT THIS LOCATION HAS SMOKE DETECTORS AND CARBON MONOXIDE DETECTORS INSTALLED AND IN WORKING ORDER. THESE DETECTORS AREN'T REQUIRED TO BE INTERCONNECTED BATTERY OPERATED DETECTORS ARE ACCEPTABLE. HOMES BUILT AFTER 1977 MUST BE AC POWERED AND INTERCONNECTED.

I, \_\_\_\_\_, CERTIFY THAT THIS LOCATION HAS NO OPEN CONSTRUCTION PERMITS.

OWNERS SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

**ALL RENTAL PROPERTIES ARE REQUIRED TO OBTAIN AN ANNUAL MERCANTILE REGISTRATION. PLEASE ATTACH TO THIS APPLICATION A COPY OF YOUR CURRENT YEARS MERCANTILE REGISTRATION. INSPECTIONS WILL NOT BE SCHEDULED WITHOUT COMPLIANCE.**

Reviewed by - Construction Dept \_\_\_\_\_

Zoning Dept \_\_\_\_\_

# TENANT ONLY

PLEASE PRINT CLEARLY  
NAME (LIST ALL OCCUPANTS)


\_\_\_\_\_  
TENANT SIGNATURE ONLY

\_\_\_\_\_  
SIGNATURE OF THE PERSON SUBMITTING THIS APPLICATION

DRIVERS LICENSE #/PHOTO ID \_\_\_\_\_

OTHER FORM OF ID \_\_\_\_\_

Checked by Code/Construction \_\_\_\_\_

Date:		For Office Use Only		
Fee\$	Check #	Cash	Received by:	CI #
Remarks:				

**SUPPLEMENTAL DOCUMENTATION AND INFORMATION REQUIRED  
WITH TRANSFER OF TITLE, CERTIFICATE OF INSPECTION, AND  
CERTIFICATE OF OCCUPANCY APPLICATIONS BY CORPORATIONS,  
LIMITED LIABILITY COMPANIES AND PARTNERSHIPS**

In addition to any required information on the general application form for a Transfer of Title (TOT), Certificate of Inspection (C of I) or Certificate of Occupancy (C of O), the following documents and information must also be submitted with applications for the Sale; Rental; any change in occupancy or occupants; or construction for ALL dwellings when the applicant is not an individual owner, but rather a business entity:

All applications for TOT, C of I, or C of O made by a business entity must be signed by the authorized officer, member or partner of the business entity, or its designated agent, including realtor, attorney or registered agent, as duly authorized by the entity.

The following documents and information must be submitted for all CORPORATE applicants:

1. Copy of Certificate of Incorporation, including any amendments, as on file with the State of New Jersey (must be date stamped by NJ State Treasurer);
2. Corporation's business address;
3. Names, addresses and title of ALL corporate officers;
4. Name and address of the registered agent at the time of making the application, and as filed with the State of New Jersey. *The Corporation shall have the obligation to update the Township of Neptune's records if the name and/or address of the registered agent changes.*

The following documents and information must be submitted for all LIMITED LIABILITY COMPANY applicants:

1. Copy of Certificate of Formation, including any amendments, as on file with the State of New Jersey (must be date stamped by NJ State Treasurer); *If the name (s) of the managing member(s) is/are different from registered agent or the names on the Certificate of Formation, a copy of the LLC Operating Agreement shall also be submitted as part of the application.*
2. Limited Liability Company's business address;
3. Names, address and title of ALL members and managing members;
4. Names and address of the registered agent at the time of making the application, and as filed with the State of New Jersey. *The Limited Liability Company shall have the obligation to update the Township of Neptune's records if the name and/or address of the registered agent changes.*

The following documents and information must be submitted for all PARTNERSHIP applicants:

1. Copy of Partnership Agreement and any amendments made to the Partnership Agreement;
2. Partnership's business address;
3. Name, address and title of ALL partners. *The Partnership shall have the obligation to update the Township of Neptune's records if the name and/or address of the registered agent changes.*

**For any other business entity, the entity shall supply ALL documentation and information that corresponds to any of the above requirements.**

Date of Application: \_\_\_\_\_

Complete Entity Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Business address of Entity: \_\_\_\_\_

Names, addresses and office titles for ALL Corporate Officers and other responsible parties  
(attach additional sheet(s) if necessary):

NAME	ADDRESS	TITLE

Registered Agent's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Registered Agent's Address: \_\_\_\_\_

*(The name and address must be the same as currently registered with the State of New Jersey, and indicated on the filed Certificate of Formation or any amendments filed with the State of New Jersey changing the registered agent's name and/or address)*

**Checklist for documents required to be submitted with the above information.  
Applicant to mark applicable documentation being supplied:**

- Certificate of Incorporation and Amendments, including amendments for Registered Agent name and/or address (Corporation).
- Certificate of Formation and Amendments, including amendments for Registered Agent name and/or address (Limited Liability Company)
- Partnership Agreement and Amendments (Partnership)
- Other (Explanation): \_\_\_\_\_