



Borough of
Neptune City
106 West Sylvania Avenue
Neptune City, New Jersey 07753

Construction Department

Office Hours: Tuesdays & Thursdays 4:45 pm – 6:00 pm
Phone: 732-776-7224 | Email: construction@neptunecitynj.com

CERTIFICATE OF INSPECTION FOR RENTAL UNITS

Application is hereby made for inspection, approval and issuance of a Certificate of Inspection for the following dwelling/business units as provided by the Code of the Borough of Neptune City, Chapter 102: 15-20
All properties and structures shall meet the most recent property maintenance code adopted by the Borough for compliance

APPLICATIONS WILL NOT BE PROCESSED UNLESS COMPLETED IN IT'S ENTIRETY

Present Owners of the Property: _____

Mailing Address: _____

Address to Be Inspected: _____ Unit/ Apt # _____

Name For C.O. Issued To: _____ Phone: _____ Email: _____

Transfer Business Dwelling Rental Sale

YEAR UNIT WAS BUILT: _____

Number of Bedrooms: _____ Number of Occupants: _____

NOTICE: For DWELLING UNITS, list names of occupants and the ages of children only

****Children's last names not matching the guardian shall attach a birth certificate or judgement.**

****** MINIMUM OF FIVE (5) BUSINESS DAYS NOTICE IS REQUIRED FOR INSPECTIONS ******

Inspection Date Requested: _____ Time (after 4:30 pm) : _____

Please note: the date and time must be and will be approved by the Inspector per their schedule

Contact Name: _____ Phone Number: _____

The person and number where inspection date and time confirmation can be made

- o **\$60.00 non-refundable fee must be paid at the time of the application** (Checks payable to Borough of Neptune City)
- o **\$35.00 fee will be charge for each inspection made thereafter**

Failure to make application for inspection, and/or failure to obtain a Certificate of Inspection for each new tenant or buyer of a business or dwelling is punishable by a fine the amount not to exceed \$2,000.00

I hereby certify the truthfulness of the responses set forth in this application. _____

Agent/Owner's Signature

CONFIDENTIAL FOR POLICE DEPARTMENT USE:

MEGAN'S LAW STATEMENT

Has any person to commence residency after August 22, 2005 been convicted of N.J.S.A.2C:7-1 et seq (Registration and notification of release of certain offenders) _____ YES _____ NO

I certify this is a true statement.

New Owner or New Tenant Signature

Date

Inspection Office Use:

Fee Received By: _____ Cash Amount: _____ Check Amount and #: _____ Date: _____

Inspected By: _____ Zoning Approval: _____ Open Permits: _____

Block: _____ Lot: _____ Date of Issue: _____ C.O.# _____

After you have submitted a complete application, with the proper fee, you will be scheduled for an inspection.

Be sure a phone number, where you can be reached is on the application.

The following is a general list of items that will be inspected and required for a Certificate of Inspection, note the list is not all-inclusive.

1. **Walks/driveway:** No tripping hazards, holes or missing areas.
2. **Exterior property:** Clean, no debris or high grass. No major over-growth. No junk or trash.
3. **Garage/sheds/fences:** Good exterior condition, painted, windows unbroken, structurally sound.
4. **Exterior structure:** No peeling paint. Gutters/downspouts, roofing, chimney, foundation, all good condition. No rotting wood. Windows and screens in good condition,
5. **Steps:** Good sound condition, no tripping hazards, railing required if 30" or higher. Railings secure.
6. **House numbers:** 3" minimum size. Numeric, not spelled out. Visible from the street.
7. **Interior:** Doors sound condition. Deadbolts, non-key style operation from the inside only (front), All windows operational, floor coverings good condition no tripping hazards, Walls/ceilings, no holes or peeling paint. No broken windows. All outlets/switches working. Closets: no bare bulbs allowed. Must have a globe or be of the fluorescent type. Fireplaces: Shall be cleaned & inspected by a professional in that field.
 - **Kitchen:** Stove must have a tip over bracket installed (manufactured from 1991 to now). Faucet/drains no leaks. Drains work well. Stove hood filter clean, exhaust fan works. No grease buildup anywhere. No accumulations by appliances. All appliances work.
 - **Bathroom:** Faucet/drains no leaks. Toilet flushes properly. Tub caulked. Exhaust fan required if there isn't a window in the room. An outlet is required. If a new one is installed it shall be GFCI protected.
 - **Bedrooms:** Smoke detector outside of and within 10 feet of every bedroom. Door on each room. Carbon monoxide detectors are required in R2 & R5 units (check with official).
 - **Basement:** Smoke detectors on the ceiling at the bottom of the stairs. Sump pumps shall be pumped to the outside. Furnace vent connections are to be tight. Adequate clearance to combustibles. Safety valve on the hot water heater is to be piped down to within 6" of the floor. No open electrical boxes. Minimum 60 amp electrical service. No exposed wiring (all terminations in a junction box) No clutter. Furnaces shall have adequate-ventilation.
 - **Occupancy:** Every room for sleeping shall have a minimum of 70 sq. ft. for one occupant and 50 sq. ft. for each additional person. (100 sq. ft. for 2 people, 150 sq. ft. for 3 people, etc.)
 - **General:** Every story, including the basement shall have a working smoke detector. Clothes dryer shall be vented to the outside with ridged pipe. U.L. flex from dryer to pipe. Attached garages shall have a door between the house & garage. (solid wood or metal)

For Dwellings being sold, all open construction permits are to be finalized before the Certificate of Inspection is issued.

For Commercial applicants, a zoning application permit should be submitted and approved and before applying for a Certificate of Inspection. Attach an approved zoning form with the C/I application.

A C/I inspection will show compliance with the adopted Borough Codes.

The buyer, to protect their investment, should use a home inspector or an engineer for a more extensive inspection.

8. Requirements for Fire Extinguishers:

- At least one portable fire extinguisher shall be installed in all one- and two-family dwellings upon change of occupancy;
- The extinguisher shall be listed, labeled, charged, and operable;
- The size shall be no smaller than 2A:10B:C, rated for residential use and weigh no more than 10 lbs.;
- The hangers or brackets supplied by the manufacturer must be used;
- The extinguisher must be located within 10 feet of the kitchen
- The top of the extinguisher must not be more than 5 feet above the floor;
- The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items;
- The extinguisher must be near a room exit or travel path that provides an escape route to the exterior;
- The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher; and
- Lastly, the extinguisher must be installed with the operating instructions clearly visible



Borough of Neptune City

106 West Sylvania Avenue
Neptune City, New Jersey 07753
732-776-7224

clerk@neptunecitynj.com

LANDLORD REGISTRATION STATEMENT: As a landlord of a home or business, this registration form must be filed with the Borough of Neptune City for each property with rental units. Please complete this form and return it no later than January 30 each year for annual renewal, or prior to leasing the unit to a new tenant.

FEES

New Tenant Rental Registration

\$100.00 each time a new tenant is registered
\$ 75.00 for structures built prior to 1978

Registration Renewal

\$ 0.00 for annual registration renewal for the same tenant.
\$ 75.00 for structures built prior to 1978 (paid every 3 years)

**** A copy of the Landlord Registration Certificate MUST be kept on location of rental unit ****

RENTAL PROPERTY INFORMATION:

Block #: _____ Lot #: _____ Total # of Units per Building: _____

Street Address: _____

Lead-Based Paint- N.J.A.C. 5:28A New Jerseys Lead Safe Certification requires lead-based paint inspection for all rental dwellings constructed during 1978 or prior. Non-exempt properties will be required upon their first turnover or within two years of the effective date of the law, July 22, 2022, to complete their initial Lead Safe Certification inspection. This means that the first inspection must be performed no later than July 22, 2024. All units shall be inspected for lead-based paint hazards every three years, or upon tenant turnover, whichever is earlier. An inspection upon tenant turnover is not required if the owner has a valid lead-safe certificate. Lead-safe certificates are valid for two years. If the lead-safe certificate has expired, and there will be a tenant turnover, an inspection will be necessary before the three-year inspection.

YEAR UNIT WAS BUILT: _____ DATE OF LAST LEAD SAFE INSPECTION: _____

****Unit must be in compliance with state law prior to the issuance of a Landlord Registration****

HEATING SOURCE (circle one): Natural Gas Electric Propane Fuel Oil

If fuel oil is used - Please provide the name and address of the fuel oil dealer servicing the unit and the grade of fuel oil used
Fuel Oil Supplier & phone number and Fuel Grade: _____

OWNER INFORMATION: *Include all general partners if partnership; shareholders, record owners if a corporation; and member of a limited liability company.*

Owner's Name: _____

Mailing Address: _____

Phone Number: _____ Cell Phone: _____ E-mail: _____

MANAGER AND/OR EMERGENCY CONTACT: *If the address of the owner of records is not locate in Monmouth County, a Manager and/or Emergency Contact must be listed.*

Contact Name: _____

Mailing Address: _____

Phone Number: _____ Cell Phone: _____ E-mail: _____

**If the Property is owned by an LLC or Corporation
a copy of the Certificate from the NJ Department of Treasury MUST be included**

PROOF OF LIMITED LIABILITY INSURANCE:

Per P.L. 2022, c. 92: Owners of residential and non-residential spaces will be required to annually register the certificate of insurance in the municipality where the business or rental unit is located. Owners of a businesses, or one or more rental units, must maintain liability insurance for negligent acts and omissions in an amount of no less than \$500,000 for combined property damage and bodily injury to or death of one or more persons in any one accident or occurrence. Property owners who do not file annually a copy of their certificate of insurance may be subject to a fine of not less than \$500, but no more than \$5,000, against an owner failing to comply with the law. **Copy of Insurance Certificate Attached** YES _____ NO _____

TENANT INFORMATION:

For each unit you must provide Name, Gender Identity, Adult or Child of **every tenant**:

Block: _____ Lot: _____ Street Address: _____

Apartment/Unit #: _____ Number of bedrooms: _____ Number of Tenants: _____

Last name First name Adult/Child Gender Identity

Tenant has pets: YES NO **Number of** - Dog(s) _____ Cat(s) _____ **Other pets** – Type _____ Number _____

CONFIDENTIAL POLICE DEPT. USE:

***Megan’s Law Statement** Has any person to commence residency after August 22, 2005 been convicted of N.J.S.A. 2C:7-1 et seq. (Registration and notification of release of certain offenders) YES _____ NO _____

I certify this is a true statement. _____ Date _____
(new owner or tenant signature)

TENANT INFORMATION:

For each unit you must provide Name, Gender Identity, Adult or Child of **every tenant**:

Block: _____ Lot: _____ Street Address: _____

Apartment/Unit #: _____ Number of bedrooms: _____ Number of Tenants: _____

Last name First name Adult/Child Gender Identity

Tenant has pets: YES NO **Number of** - Dog(s) _____ Cat(s) _____ **Other pets** – Type _____ Number _____

CONFIDENTIAL POLICE DEPT. USE:

***Megan’s Law Statement** Has any person to commence residency after August 22, 2005 been convicted of N.J.S.A. 2C:7-1 et seq. (Registration and notification of release of certain offenders) YES _____ NO _____

I certify this is a true statement. _____ Date _____
(new owner or tenant signature)

RENTAL CERTIFICATE APPLICATION

No change of occupancy is permitted without prior issuance of a Rental Certificate

IMPORTANT INFORMATION – PLEASE READ

The purpose of the municipal application and inspection for a Rental Certificate is to determine if the housing unit complies with the minimum requirements of the New Jersey State Housing Code. Although the property incidentally benefits from the inspection, the property owner or tenant should independently protect themselves with regard to the premises being occupied in that the municipal inspection cannot incorporate hidden or latent defects and, as a whole, is not undertaken for the benefit of a particular owner, as inspections such as these require judgment in reason of the issuance of a Rental Certificate. A Certificate must be issued each time a property is rented. Occupancy without first securing a rental certificate is in violation of the Borough Ordinance and failure to comply shall result in a summons being issued and a court appearance will be required.

HOUSING CHECKLIST PLEASE REVIEW PRIOR TO INSPECTION

- **Exterior** - (if applicable) Roof, siding, paint, windows, chimney, gutters/down spouts, railings (needed if three or more steps), no garbage/junk/rubbish, no overgrown grass/weeds/bushes.
- **Accessory Structures** - (if applicable) Fence, shed, garage, deck, pool, fireplace in good repair.
- **Interior** - Overall cleanliness, carpets/floors, ceilings/walls, paint
- **Lead Based Paint** - N.J.A.C. 5:28A New Jerseys Lead Safe Certification requires lead-based paint inspection for all rental dwellings constructed during 1978 or prior. Non-exempt properties will be required upon their first turnover or within two years of the effective date of the law, July 22, 2022, to complete their initial Lead Safe Certification inspection. This means that the first inspection must be performed no later than July 22, 2024. All units shall be inspected for lead based paint hazards every three years, or upon tenant turnover, whichever is earlier. An inspection upon tenant turnover is not required if the owner has a valid lead-safe certificate. Lead-safe certificates are valid for two years. If the lead-safe certificate has expired, and there will be a tenant turnover, an inspection will be necessary before the three-year inspection. Please visit <https://nj.gov/dca/divisions/codes/resources/leadpaint.html> for more information.
- **Kitchen** - GFIs, fridge, stove (burners, broiler, fan) water, counters, fire extinguisher (2A 10 BC or greater + Full),
*Gas/electric stove needs to be on.
- **Bathrooms** - GFIs, water, toilet (clean and flush), shower (work and hold water), tiles, floors, tub (clean) window or vent, stoppers.
- **Basement** - (if applicable) Smoke detector, no leaks or stagnant water, windows/doors.
- **Miscellaneous** - Smoke & Carbon Monoxide detectors, electric panel box labeled (minimum Main Panel), switch plates, outlets, doors, windows/sills, floor saddles (+ over carpet), windows (open/close), screens (May 1 through Oct 1), no water stains/mold, sliding door (if applicable), solid core door from garage to house (if applicable).
- **Life Safety** - Smoke & Carbon Monoxide Detectors, Stove/Fridge working, Fire Extinguisher, GFIs, Hot Water Heater (cert. if unclean), furnace (cert. if unclean), no mold, and no rodents/insects.

Contact Monmouth County Board of Health (732-431-7456) if there is a well and/or septic.

No Rental Certificate will be issued without letter of approval from Board of Health if there is well and/or septic used

Each Landlord Registration expires on December 31 of every year and must be renewed within 30 days of expiration.

There is NO fee for renewal for tenants who remain from the previous year; however, a new form must be submitted.

Landlord Registrations and fees must be filed and paid with every change of tenant no matter the time of year.

FEES:

Accepted by: _____

<input type="checkbox"/> New Tennant	\$100.00	Cash	Check# _____	Date Paid: _____
<input type="checkbox"/> Structures Built Prior to 1978	\$ 75.00	Cash	Check# _____	Date Paid: _____
<input type="checkbox"/> Annual Registration (same tenant)	\$ 0.00	Cash	Check# _____	Date Paid: _____
<input type="checkbox"/> Same Tenant in Structure Built Prior to 1978			Last Paid: _____	Next Due: _____
Due every 3 years for structures built prior to 1978	\$ 75.00	Cash	Check# _____	Date Paid: _____