

FEE: \$125

**BOROUGH OF BELMAR
DEPARTMENT OF CODE ENFORCEMENT
601 MAIN STREET – P.O. BOX A
Belmar, NJ 07719
(732) 681 – 3700 ext. 235**

APPLICATION FOR A CERTIFICATE OF INSPECTION
FOR A NEW OCCUPANCY, LEASE OR RENTAL

Property Information (please print)

This application is for a (please check one):

_____ Winter Rental _____ Yearly Rental _____ 3 Year Yearly Rental Renewal

Requested Inspection Date: _____ Time: _____

*subject, in part, to the provisions of Belmar Ordinance 26 – 3.9

_____ License Number (OFFICE USE ONLY)

_____ Street Address of Property

_____ Floor or Unit #, if applicable

_____ Block _____ Lot

_____ Full name of Property Owner

_____ Address, if different than above

_____ Telephone Number

_____ Real Estate Agent

_____ Telephone Number

I, _____, (print name of property owner) by way of certification, under oath, in lieu of affidavit say that:

1. I have retained a fully executed copy of any lease agreement executed by all adult persons who will be tenants of the dwelling unit, if a written lease agreement was made.
2. I have obtained a true and correct copy of the driver's license or, if not available, alternative proof of identification, for each adult tenant.
3. I have determined that each such adult tenant intends to reside in the dwelling unit (initial one)

OR _____ for a duration of 175 days or greater.
OR _____ that each adult tenant will not maintain any other permanent residence

4. **DESIGNEE/PROPERTY MANAGER:** I hereby designate the following person to accept service and/or comply with lawful orders of the Borough inspectors or police.

_____ Full Name of Designee or Property Manager
_____ Business, if applicable
_____ Address
_____ Telephone Number

DESIGNEE MUST READ THIS SECTOR AND SIGN BELOW

I _____ (print name of designee or property manager) am aware of this designation by the property owner and I am further aware of the duties, responsibilities and penalties for being the property owner's designee.

I _____ (print name of designee or property manager) certify, swear and affirm, under oath, that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

_____ (Signature of Designee or Property Manager)

_____ (Date of Signature)

***NOTE: An inspection will not be scheduled and a Certificate of Inspection and/or License will not be issued if all requirements of the Belmar Ordinances have not been complied with, including but not limited to payment applicable fees and inspection fees. If you do not have a Designee or Property Manager, or if other sections do not apply, please write "N/A" in that section. (DO NOT LEAVE ANY SECTIONS BLANK!)**

5. SIGNATURE OF PROPERTY OWNER

I _____ (print name of property owner) certify, swear and affirm, under oath, that the foregoing statements made by me are true. I am aware that if any of the foregoing statements made by me are willfully false, I am subject to punishment.

_____ (Signature of Property Owner)

_____ (Date of Signature)