

**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): _____