



Department of Community Development

Rental Housing Inspection Checklist

A Rental Housing Certificate of Occupancy inspection is required for all rental units whenever there is a change of occupancy. A Landlord Registration form is required by N.J.S.A. 46:8-27 for all rental properties. Failure to register and obtain a Certificate of Occupancy for rental properties leaves landlords “unprotected” by NJ Statutes concerning Landlord/Tenant Disputes and is in violation of township requirements. Any disagreements involving unregistered or uninspected rental properties may pose a legal challenge and liability to property owners. This checklist is provided as a courtesy and is not all-inclusive. There may be other items which may fail a unit inspection. Please see the Rental Inspection Ordinance of the Township’s General Regulations (§15-70) for a list of the State and Local codes from which this checklist is compiled.

TENANTS ARE NOT PERMITTED TO MOVE IN UNTIL APPROVAL IS GIVEN BY THE HOUSING INSPECTOR

Please note the following guidelines in order to streamline the inspection process:

1. The landlord is responsible to prepare the property for inspection. All utilities must be turned on.
2. The unit must be vacant, empty and clean for the inspection. It will not be inspected while the current tenant occupies it. Time must be allocated between tenants to have it prepared and pass inspection.
3. All rental units must pass the inspection prior to the tenant taking possession of the unit. “AS IS” lease clauses do not apply. An inspection can be done if there is no named tenant and is valid for 90 days.
4. In order to avoid a failed inspection as well as the re-inspection fee and the time delay, the list below must be reviewed and followed to ensure that the unit complies with all of the items listed.
5. The Rental Housing Certificate of Occupancy will be issued in the name of the tenant(s) and is valid for the time that the listed tenant occupies the unit. Each time the unit is vacated, the procedures for applying and scheduling an inspection prior to the incoming tenant taking possession of the unit must be followed.

1. FIRE & CARBON MONOXIDE SAFETY–THESE GUIDELINES ARE NEW AND MUST BE FOLLOWED PRECISELY

1.1 Smoke Alarms (120V hard-wired or 10-year sealed alarms) must be less than 10 years old. Manufacture date is on the back of each alarm. Alarm locations that are 120V hard-wired must have hard wired alarms installed.

They cannot be replaced with 10-year sealed alarms. Smoke alarms must be installed at the following locations:

- o On each story within the unit, including basements but not including crawlspaces and uninhabitable attics;
- o Outside of any bedroom area within 10 feet of each bedroom;
- o In each room that may be used for sleeping purposes.

1.2 Carbon Monoxide Alarms (hard-wired or battery) must be less than 10 years old and installed according to the manufacturer, in working order located within 10 feet of each room that may be used for sleeping purposes.

1.3 A Fire Extinguisher is required in houses, condominiums and townhomes. It shall be 2A:10B:C, rated for residential use and readily accessible within 10 feet of the kitchen, mounted no higher than 5 feet above the floor.

1.4 Dwellings with low-voltage smoke alarm systems must have a letter at the time of inspection from the alarm company indicating that the system has been tested in the last 30 days and is currently monitored and functioning.

2.Exterior of Property

2.1 Exterior grounds clean of trash, debris, high grass, leaves, yard waste and invasive or unsafe vegetation.

2.2 Outside of house clean and neat, trim not peeling, chipping, or worn. Exterior walls free from holes and breaks.

2.3 Roof, chimney, siding, gutters and downspouts all intact and clean with no loose or missing pieces or obstructions.

2.4 Handrails are required where there are 4 or more risers, over 30 inches in height, and for all stairs used for egress.

2.5 Decks and handrails secured and free from loose or rotten boards. Fences and outbuildings secure and stable.

2.6 Driveways, sidewalks, walkways and correct-height steps secured with no loose, broken, missing or raised concrete.

3. Interior of Property

3.1 Rental unit maintained in good repair, structurally sound and in a sanitary condition.

3.2 All rooms painted, free of peeling or chipping. All surfaces, including basements, clear of mold and mildew.

3.3 All interior stairs and railings maintained in sound condition, firmly fastened and in good repair.

3.4 Floors and floor coverings free of any tripping hazards and weak sub floors. (no raised edges, open seams or tears)

3.5 Every bathroom must have a window or a working ventilation fan exhausted to the exterior.

3.6 Closets have doors, poles and shelves secured. Sliding closet doors have door guides secured to the floor.

3.7 The unit must be free from infestation by rodents, vermin and/or insects of any kind.

4. Windows

4.1 There shall be at least one window in every bedroom and living room.

4.2 Every operable window shall be easily opened and capable of being held in position by window hardware.

4.3 Window locking devices in proper working order. No loose or missing glass or glazing or chipping or peeling paint.

4.4 All operable windows must have screens that are free from tears and holes.

5. Doors

5.1 All hinged doors providing access shall be equipped with a doorknob and single cylinder deadbolt lock with an exterior key lock only. Interior portion of the deadbolt must be a lever, not keyed. A sliding bolt is not acceptable.

5.2 Patio doors shall open and close easily with a working lock and an operating screen free from tears and holes.

5.3 All interior doors must be free from holes and otherwise in sound condition. No keyed locks or deadbolts.

5.4 All bedrooms and bathrooms must have a privacy door with an operable latch and privacy lock. No keyed locks.

5.5 All doors must fit reasonably well within the frame and are capable of being opened and closed by being properly attached to jambs, headers or tracks. Doors must open and close freely and latch properly within the frame.

6. Appliances & Utilities

6.1 The cooking range must be clean and operable with all control knobs and handles. Gas stove burners must light by pilot jets without the use of incendiary devices (i.e., matches, lighter, etc.).

6.2 There must be adequate space for food storage and preparation. The refrigerator must be clean and operable.

6.3 The electric must be operable and in working order and all electrical switches and outlets working properly. The unit may not have electrical hazards of any kind. (e.g. non-testing or non-functional Ground Fault Circuit Interrupter (GFCI) outlets, missing or broken cover plates or fixtures, exposed wiring, etc.). Outlets near water sources including all outlets in bathrooms, laundry rooms with sinks and all outlets within 6 feet of the outside rim of the kitchen sink must be GFCI protected.

6.4 The gas service must be operable and in working order. Furnaces and hot water heaters must be properly vented and sealed. Hot water heater pressure relief valve discharge pipes must extend to within 6 inches from the floor.

6.5 Plumbing fixtures shall be in working order and provide adequate water pressure with hot and cold water in the kitchen and bathroom(s). There must be a shower or bathtub that is in working order properly caulked with no mildew or mold. All drains must be connected to public sewer or an approved sewage disposal system and flow freely.

6.6 Toilet must operate properly and be in sound condition.

6.7 The water supply shall be free from contamination with no leaks in any faucet, pipe or under sinks.

6.8 The heating system shall be safe and sufficient to provide heat from October 1st to May 1st. All heat outlets must be properly secured. The heating unit must be properly installed and vented and in good working order.

6.9 The clothes dryer must be vented to the outside with a 4 inch metal rigid or flexible duct and a backdraft damper on the exterior. Flexible plastic exhaust hoses are not permitted. Condensing dryers are exempt.