



Borough of Lake Como

formerly South Belmar
Incorporated 1924
Monmouth County

Michael B. Ryan
Mayor

Louise A. Mekosh
Borough Clerk/Administrator

Application for Residential Certificate of Inspection (CI) for all Sales and Rentals

All applications must contain the following information before they will be accepted:

NOTE: If application is incomplete it will not be accepted and will be returned.

- All applications **MUST BE TYPED**.
- All applications **MUST BE COMPLETE**.
- Applications **WILL NOT** be accepted without Tenant's information and signed affidavits.
- All **ORIGINAL** signatures required.
- Review, complete and sign the checklist.
- Submit a **CLEAR** copy of Driver's License or Legal Identification for **ALL** adult Tenants.
- Agent may sign for Owner (Seller) or Buyer. Agent **CANNOT** sign for a Tenant.
- Please review the application carefully for completeness.
- Applications **MUST BE SUBMITTED NO LATER THAN** seven (7) days prior to the inspection.

IMPORTANT: All applications **MUST** contain the above information or they **WILL NOT** be accepted and will be **RETURNED**. Buying, Selling or Renting property without issuance of a Certificate of Inspection is punishable by law, with fines not exceeding \$1,250.00.

CERTIFICATE OF INSPECTION

Block _____
Lot _____ Qual _____
Tax _____ W/S _____

Residential Certificate of Inspection (CI)

ALL APPLICATIONS MUST BE TYPED. Any Application handwritten WILL NOT be accepted.

Utilities must be ON prior to inspection.

A Certificate of Inspection is required with each change of Tenant and for each Dwelling House or Unit.

I hereby request an inspection and issuance of a Certificate of Inspection as provided for in the Borough Ordinance No.9-4.1.

Name of Prospective Buyer or Tenant*: _____ Phone #: _____

*(This person is responsible for ALL Violations and/or Notices.)

Present Address: _____ City: _____ State: _____ Zip: _____

(List All Occupants with Birthdates, including Children, on page 2 of the C.I. Application.)

Driver's License #: _____ State: _____

Date of Occupancy: _____ Date of Closing: _____

ADDRESS OF INSPECTION: _____ Unit #: _____

Please Mark (X): Sale(____) Rental(____) Seasonal(____) Yearly(____) 3 Year Inspection (____)

Present Owner: _____ Phone #: _____

Address: _____ City: _____ State: _____ Zip: _____

INSPECTION DATE REQUESTED (THURSDAYS...8:30am until 12noon): _____

Application MUST BE submitted at least seven (7) days prior to Inspection. Key(s) MUST BE attached or owner/agent MUST accompany the Inspector. Application WILL NOT be considered complete unless ALL information is filled in and the Real Estate Tax & Water/Sewer bill is Paid. Someone MUST be present for all 3 year Inspections.

FEES: \$120.00 for EACH Sale, Rental or 3yr Inspection of a Dwelling. (Includes Initial & one Re-inspection)

\$50.00 Tourism Fee for EACH Rental Inspection.

Separate Checks are Required

\$75.00 for Extra Re-Inspections.

Fees are NON-Refundable

If an Agent signs for the Seller or Buyer, Agent MUST complete Agency Information below.AGENT MAY NOT SIGN FOR A TENANT***

Signature of Owner/Seller/Agent: _____

*Agency Name: _____ Agent: _____

Address: _____ Phone #: _____

Signature of Buyer/Agent: _____

*Agency Name: _____ Agent: _____

Address: _____ Phone #: _____

SIGNATURE OF TENANT: _____

(MANDATORY FOR RENTALS)

FAILURE TO APPLY FOR AND OBTAIN A C.I. FOR EACH RENTAL OR SALE OF A DWELLING UNIT IS PUNISHABLE BY A FINE NOT TO EXCEED \$1250.00

~~~~~FOR OFFICIAL USE ONLY~~~~~

C.I. FEE \_\_\_\_\_ TOURISM FEE \_\_\_\_\_ RECEIVED BY \_\_\_\_\_ DATE \_\_\_\_\_

# of BDRMS \_\_\_\_\_ INSPECTED BY \_\_\_\_\_ INSPECTION DATE \_\_\_\_\_

CERTIFICATE OF INSPECTION # \_\_\_\_\_ OCCUPANCY \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

**List Names of All Occupants** (including Children): **Birthdates of Occupants** (including Children):

|       |       |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

*Whether you are Buying or Renting this residence...*

*Please Check here \_\_\_\_\_ if your children are going to use the Public School System and make sure their names are listed above with their birthdates.*

*Thank You!*

**Other Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Inspector's Notes:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ALL TENANTS OVER 18yrs OLD MUST SIGN AN AFFIDAVIT:**

**Please state whether address is (PR) Previous or (PE) Permanent.**

**AFFIDAVIT**

I certify that the following information is true regarding this application:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone#: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**AFFIDAVIT**

I certify that the following information is true regarding this application:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone#: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**AFFIDAVIT**

I certify that the following information is true regarding this application:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone#: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**AFFIDAVIT**

I certify that the following information is true regarding this application:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone#: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**AFFIDAVIT**

I certify that the following information is true regarding this application:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone#: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**AFFIDAVIT**

I certify that the following information is true regarding this application:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone#: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Certificate of Inspection Requirements**

Your C.I. Application **WILL NOT** be processed if the following requirements are not met:

- All Certificate of Inspection (C.I.) applications **MUST** be **Typed** and **Complete**.
- Tenant **MUST** sign the application and submit a **clear** copy of their Driver's License or other **Legal** form of Identification.
- Agent may sign for the Owner, Seller or Buyer. Agent **MAY NOT** sign for the Tenant.
- All Utilities **MUST** be **ON** before the Inspection.
- All Water/Sewer and Taxes **MUST BE** paid in full.
- For Sales of a property, *prior to closing*, Water Meter(s) **MUST** have a Final Reading. There is a \$20.00 charge for each Meter Reading.
- **Carbon Monoxide and Smoke Detector(s) are Required.**  
>>>In Basement and on Every Floor, within 10 feet of Occupied Bedrooms.
- **Fire Extinguishers are Required.**  
>>>One (1) within 10 feet of Kitchen.  
>>>10 lbs by weight ABC Rated.
- See Inspection Checklist for additional information.

*All Rules and Regulations regarding the proper disposal of Garbage, Recycling, Bulk Items, etc **MUST** be followed. Municipal Calendars containing this helpful information can be obtained at the Borough Hall.*

**All State Statutes and Borough Ordinances WILL BE Strictly Adhered to.**

A Copy of this Requirements page **MUST** be Signed, Dated and Submitted along with the C.I. Application.

---

Owner, Buyer or Agent Signature Required

---

Date

# **Checklist for Certificate of Inspection**

*Please note that this is only a guide*

## **EXTERIOR CHECK**

- Flaking paint must be scraped and repainted
- Must have street numbers: minimum of 3"
- Foundations and exterior wall: no holes or cracks
- All trim in good condition
- Chimneys and towers in good repair
- Windows free of breaks, cracks or holes
- Handrails and guards are tight and in good repair
- All sidewalks and steps should be free of cracks, holes & hazardous conditions
- All open permits must have completed with passed inspections on file.
- All exterior outlets shall be G.F.C.I. (Permit required)
- No debris, bulk garbage, etc is to be left around property

## **INTERIOR CHECK**

- No cracks in door jambs
- All walls must have cracks filled, sanded (to uniform walls)
- All trim must be painted
- Flaking paint must be scraped and repainted
- Windows must be clean, operable and must stay in position when opened and contain window locks
- Radiators and exposed pipes must be clean and safe
- Carpeting must be clean and free of tears
- If unit is paneled, all paneling must be secured to walls, not loose
- Any tiles in drop ceiling which are stained or missing, must be replaced
- All electrical wall and ceiling fixtures must have covers
- Ground fault interrupters (GFCI) must be installed in kitchens, baths & laundry rooms (within 6' of any water)
- All electrical outlets and switches must have covers
- All furnaces must have an emergency shut off marked with a red cover
- All floors must be uniform (stained, painted or covering)
- Bath and Kitchen must have non-porous floor covering (tile or linoleum, etc)
- All utilities/fixtures must be clean and in working order (i.e., sinks, stoves, bathtubs, toilets secure to floor)
- All windows and doors must be weather tight. Windows must have screens between May 1 and October 1
- All handrails must be secure; no broken or missing spindles
- Door connecting garage to living space must be fire rated
- All flue connections should be tight and sealed
- Water heaters must have a pressure relief valve with an extension tube extended to within 6' of the floor
- Furnace should be in safe working condition
- Carbon Monoxide & Smoke Detector(s) are Required In Basement & on Every Floor within 10' of Bedrooms
- Bathrooms and Bedrooms must have doors
- All Kitchen and Bathroom cabinets must be secured to walls and have a means to open and close (handles)
- Units must be clean throughout and ready for occupancy. Units must be free of infestation
- Fireplaces and Woodburning Stoves must be certified to their condition by a certified chimney sweep
- All open permits must have a completed, passed inspection on file
- No keyed locks or deadbolts are permitted on interior doors.
- 10 lb ABC rated Fire extinguisher must be located within 10' feet of the kitchen, no more than 5' above floor

**All Utilities (Gas, Water and Electric) MUST BE operating for Inspections.**

**This is a Visual Inspection Only.**

By the Issuance of the Certificate of Inspection, neither the Borough of Lake Como nor any of its Officers or Employees assumes any Liability, neither expressed nor implied, in connection therewith.

### **Notice to Lake Como Landlords & Tenants:**

Seasonal rental accommodations in Lake Como are detrimental to the school-aged children of families who rent those same premises during the winter season. Because the summer rental season typically runs from May 15<sup>th</sup> to September 15<sup>th</sup> of each year, families with school-aged children who inhabit many of these rental properties during the winter months must move out of Lake Como at least a month, or more, before the end of the school year. Some of these children do not finish the school year either in Belmar, or at all, while others suffer chronic tardiness or absenteeism during the period after they must move out of Lake Como. This has a detrimental effect on both these children and the quality of education afforded to all the children of the Belmar School District.

### **Limitation on commencement of summer rental license where licensed premises is occupied by school-aged children:**

No dwelling unit that is rented for any portion of the period from September 15<sup>th</sup> until May 15<sup>th</sup> to tenants with one or more children between the ages of 6 and 17, inclusive, shall thereafter be occupied pursuant to a summer rental license until the third day following the last day of the academic year for the Belmar Elementary School as determined by the Superintendent of the Belmar School District

### **RE: 48 Hour Rapid Gross Alpha Test for Private Well Testing Act (PWTA)**

Under the rules of the PWTA, realty sales contracts signed in Monmouth County on or after March 16, 2004 for properties with private wells will be required to have the water analyzed for radiological activity using the 48 Hour Rapid Gross Alpha Test. This will be in addition to the parameters already required by the PWTA.

New Jersey's Private Well Testing Act (PWTA) - a new law aimed at disclosing important information about private drinking water wells. Under the PWTA, certain wells must be tested before a house can be sold. Landlords of certain properties must also test for certain drinking water parameters and provide a written copy of the result to their tenants. This testing provides important information about your drinking water quality.

*For more information,*

*Please call us Toll-Free at 1-866-4PW-TEST (1-866-479-8378).*