



Borough of Lake Como

Residential Certificate of Inspection for all Sales and Rentals

Please note the following important information:

- Applications must be legible and completed in full. Incomplete applications will not be accepted.
- All Tenants over 18 years old must sign the Affidavit page and submit a clear copy of their Driver's License or other legal form of identification.
- All utilities must be on before the Inspection.
- All water/sewer and taxes must be paid in full.
- Fees are as follows:
 - Sales
 - Inspection fee: \$120.00
 - Final water reading fee: \$20.00
(separate checks are required)
 - Yearly and seasonal rentals
 - Inspection fee: \$120.00
 - Tourism fee: \$50.00
(separate checks are required)
 - If changing occupants and you wish to have an inspection:
 - Inspection fee: \$75.00
 - Tourism fee: \$25.00
(separate checks are required)
 - Multi-tenant rentals – 6 month rental license -
 - Multi-tenant rental license (i.e. Airbnb style rentals) require self-inspections between each set of renters
 - Inspection fee: \$270.00
 - Tourism fee: \$100.00
 - The 6-month multi-tenant license periods are from April 1 – September 30 and October 1 – March 31
(separate checks are required)

Reinspection fees if needed: 1st reinspection - \$250.00 any subsequent reinspection - \$500.00

All fees are non-refundable

**Buying, Selling or Renting property without issuance of a Certificate of Inspection
is punishable by law, with fines not exceeding \$2000.00.**

Address of Inspection _____ Unit ____ Block ____ Lot ____ Qual ____

Type of Inspection Sale Yearly Rental Seasonal Rental 6-month multi-tenant rental

Residential Certificate of Inspection for all Sales & Rentals

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 Owner: _____ Phone #: _____

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

Name of Buyer or Tenant: _____ Phone #: _____

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

Driver's License # (for rentals only): _____ State: _____

Date of Occupancy/Date of Closing: _____

Signature of Owner/Seller/Agent: _____

Printed Name: _____

Signature of Buyer/Agent: _____

Printed Name: _____

SIGNATURE OF TENANT: _____

By signing this form, I attest that all information provided is correct and that myself and all buyers and/or tenants will adhere to the rules, regulations, and local ordinances. Lake Como Borough Ordinances can be found at www.lakecomonj.org

Please call 732-681-3232 for available inspection dates

Application must be submitted at least seven (7) days prior to inspection

Access must be provided, and someone must be present for all 3-year reinspections.

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

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

CERTIFICATE OF INSPECTION # \_\_\_\_\_



# **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 & Window Screens 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 covered)
- 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 20 minute 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 Type II 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.

# Self-Inspection Sheet

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

Owner: \_\_\_\_\_

Six Month License #: \_\_\_\_\_

## Additional information required

Length of occupancy \_\_\_\_\_

Drivers licenses for each tenant \_\_\_\_\_

Vehicle Information for tenants \_\_\_\_\_

Tenant affidavit \_\_\_\_\_

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