



Borough of Lake Como

1740 Main Street, P.O. Box 569 • Lake Como, New Jersey 07719-0569
(732) 681-3232 • FAX (732) 681-8981

Brian T. Wilton
Mayor

Louise A. Mekosh
Borough Clerk/Administrator

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

Please Note the following Important Information:

- PLEASE SEE ATTACHED FEE SCHEDULE CHANGES.
- PLEASE SEE ATTACHED CHECKLIST/SELF-INSPECTION FORM.
- All applications **MUST** be **Typed** or **Printed Legibly** and **Complete**.
- 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.
- **For Sale of a property, prior to closing, Water Meters MUST have a Final Reading.**
There is a \$20.00 charge for each Meter Reading.

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.

This page **MUST** be Signed, Dated and Submitted along with the C.I. Application.

Owner, Buyer or Agent Signature Required

Date

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

CERTIFICATE OF INSPECTION

The Code Enforcement Officer shall charge and collect the following fees:

- A. For applications for Certificates of Inspections for sales, \$120.00 per dwelling, house, or unit.
- B. For applications for Certificates of Inspection for rentals, including Summer Rental Licenses, \$120.00 per dwelling, house, or unit, plus a \$50.00 tourism fee

FOR SEASONAL RENTALS:

- C. For applications for Certificate of Inspection for each change in the occupancy as a Summer Rental, \$75.00 per dwelling, house or unit, plus a \$25.00 tourism fee.

SIX MONTH SELF INSPECTION FEE OPTION:

- The six month rental license is valid from April 1st through September 30th or October 1st through March 31st.
- Pay a Self-Inspection fee of \$150.00 per dwelling, house, or unit. Plus a \$50.00 tourism fee for each six month period.
- Upon any change in occupancy, the licensee shall complete and file the Certificate of Self-Inspection Form, submit a list of occupants & submit a clear copy of a Driver's License or other legal form of identification for all tenants 18 years of age and over.
- No further re-inspection fees are required during the six month period. A new license and inspection is required for each six month period.

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

Residential Certificate of Inspection (CI) for all Sales & Rentals

ALL APPLICATIONS MUST BE TYPED

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 #: _____

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

(List All Occupants with Birthdates, including Children, on page 3 of the C.I. Application.)

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

Date of Occupancy: _____ Date of Closing: _____

ADDRESS OF INSPECTION: _____ **Unit #:** _____

Please Mark (X): Sale Summer Rental Winter Rental Yearly Rental 3 Year Re-Inspection Six Month Rental License
(additional fees apply)

Present Owner/Seller: _____ Phone #: _____

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

INSPECTION DATE REQUESTED: _____

Please call 732-681-3232 ext. 212 for available inspection dates

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 in Full. Someone MUST be present for all 3 year Re-Inspections.

FEES: \$120.00 for EACH Sale, Rental or 3yr Re-Inspection of a Dwelling, House or Unit.

\$50.00 Tourism Fee for EACH Rental.

\$250.00 for Re-Inspection.

\$500.00 for Additional Inspections (After the 1st & 2nd Inspections).

Separate Checks are Required

Fees are NON-Refundable

Signature of Owner/Seller/Agent*: _____

*Agency Name: _____ Agent: _____

Address: _____ Phone #: _____ Fax#: _____

Signature of Buyer/Agent*: _____

*Agency Name: _____ Agent: _____

Address: _____ Phone #: _____ Fax#: _____

SIGNATURE OF TENANT: _____

(MANDATORY FOR RENTALS... AGENT MAY NOT SIGN FOR A TENANT)

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

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

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

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

SIX MONTH RENTAL LICENSE: SUMMER  OFF SEASON  LICENSE FEE: \_\_\_\_\_ TOURISM FEE: \_\_\_\_\_

## **Transfer of Title Information**

*\*\*\*Must be filled out for all Property Sales\*\*\**

### **Seller's Attorney:**

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

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

### **Buyer's Attorney:**

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

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

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Will the property be owner occupied?**      Yes \_\_\_\_\_      No \_\_\_\_\_

**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:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**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: \_\_\_\_\_

## Tenant Vehicle Information

### VEHICLE #1

OWNER: \_\_\_\_\_

MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_

COLOR: \_\_\_\_\_

LICENSE PLATE #: \_\_\_\_\_

### VEHICLE #2

OWNER: \_\_\_\_\_

MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_

COLOR: \_\_\_\_\_

LICENSE PLATE #: \_\_\_\_\_

### VEHICLE #3

OWNER: \_\_\_\_\_

MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_

COLOR: \_\_\_\_\_

LICENSE PLATE #: \_\_\_\_\_

### VEHICLE #4

OWNER: \_\_\_\_\_

MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_

COLOR: \_\_\_\_\_

LICENSE PLATE #: \_\_\_\_\_

### VEHICLE #5

OWNER: \_\_\_\_\_

MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_

COLOR: \_\_\_\_\_

LICENSE PLATE #: \_\_\_\_\_

### VEHICLE #6

OWNER: \_\_\_\_\_

MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_

COLOR: \_\_\_\_\_

LICENSE PLATE #: \_\_\_\_\_

### VEHICLE #7

OWNER: \_\_\_\_\_

MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_

COLOR: \_\_\_\_\_

LICENSE PLATE #: \_\_\_\_\_

### VEHICLE #8

OWNER: \_\_\_\_\_

MAKE: \_\_\_\_\_

MODEL: \_\_\_\_\_

COLOR: \_\_\_\_\_

LICENSE PLATE #: \_\_\_\_\_

# **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.



# REGULATIONS

- BORO. ORD. 9-4.1 OWNER TO OBTAIN CERTIFICATE OF INSPECTION
- BORO. ORD. 11-2.3 CERTIFICATE OF INSPECTION REQUIRED FOR SUMMER RENTAL
- BORO. ORD. 13-1.3 GARBAGE IN RIGID, COVERED, WATERPROOF CONTAINERS UNDER 50lb
- BORO. ORD. 13-1.6 METHOD OF PLACING AND REMOVING RECEPTACLES AT CURB (6 p.m.)
- BORO. ORD. 13-2.2a RECYCLABLES AND TRASH MUST BE KEPT SEPARATE
- BORO. ORD. 13-2.2b RECYCLING KEPT IN RIGID CONTAINERS
- BORO. ORD. 13-3 BULK ITEMS
- BORO. ORD. 3-1.1 ALCOHOLIC BEVERAGES IN PUBLIC
- BORO. ORD. 3-4.7 INDECENT BEHAVIOR
- BORO. ORD. 3-6 SLEEPING IN MOTOR VEHICLE
- BORO. ORD. 3-15.2 NOISE RESTRICTIONS
- BORO. ORD. 3-24.3 SLEEPING IN TRAILER, CAMPER OR MOTOR HOME
- BORO. ORD. 3-25.2 PARKING ON LAWNS
- BORO. ORD. 11-3.3 FIRE HAZARD
- BORO. ORD. 11-3.5 SLEEPING OUTSIDE
- PROP. MAINT. 303.1 CLEAN, SAFE & SANITARY CONDITIONS
- PROP. MAINT. 306.1 ACCUMULATION OF RUBBISH OR GARBAGE
- PROP. MAINT. 405.5 OVERCROWDING
- PROP. MAINT. 405.7 SLEEPING IN PROHIBITED AREAS
- N.J. STATUE 2C:33-12 MAINTAINING A NUISANCE

**FOR FURTHER BOROUGH INFORMATION VISIT:**  
<http://lakecomonj.org/>

# 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 \_\_\_\_\_

### EXTERIOR CHECK (please initial)

- \_\_\_\_\_ - 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 (please initial)

- \_\_\_\_\_ - No cracks in door jambs
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- \_\_\_\_\_ - 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.  
Carbon monoxide detectors are to be no more than 18" off the floor.
- \_\_\_\_\_ - 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
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- \_\_\_\_\_ - 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,  
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