



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
 - Yearly and seasonal rentals
 - Inspection fee: \$120.00
 - Tourism fee: \$100.00
(separate checks are required)
 - If changing occupants and you wish to have an inspection:
 - Inspection fee: \$75.00
 - Tourism fee: \$50.00
(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: \$200.00
 - The 6-month multi-tenant license periods are from April 1 – September 30 and October 1 – March 31
(separate checks are required)
 - Seasonal rental change of occupancy inspection
 - Inspection fee: \$75.00
 - Tourism fee: \$50.00
(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 # \_\_\_\_\_

**List names and birthdates of all occupants (including Children):**

| Name | Date of Birth | Name | Date of Birth |
|------|---------------|------|---------------|
|      |               |      |               |
|      |               |      |               |
|      |               |      |               |
|      |               |      |               |

Whether you are buying or renting this residence, please initial here if your children are going to use the Public School System and make sure their names are listed above with their birthdates. \_\_\_\_\_

**ALL TENANTS OVER THE AGE OF 18 MUST SIGN THE AFFIDAVIT BELOW:**

By signing, I certify that the following information is true regarding this application

| Name | Address | Phone Number | Signature | Date |
|------|---------|--------------|-----------|------|
|      |         |              |           |      |
|      |         |              |           |      |
|      |         |              |           |      |
|      |         |              |           |      |
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|      |         |              |           |      |
|      |         |              |           |      |

**VEHICLES THAT WILL BE AT THE PROPERTY:**

| Make | Model | Color | License Plate Number | Owner |
|------|-------|-------|----------------------|-------|
|      |       |       |                      |       |
|      |       |       |                      |       |
|      |       |       |                      |       |
|      |       |       |                      |       |
|      |       |       |                      |       |
|      |       |       |                      |       |
|      |       |       |                      |       |
|      |       |       |                      |       |

# **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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