

Borough of Lake Como
Residential Certificate of Inspection Form
MULTI-TENANT RENTAL

Summer Season: April 1-September 30 ____

Winter Season: October 1-March 31 ____

BLOCK # _____ LOT # _____ PROPERTY ADDRESS: _____ UNIT _____

OWNER INFORMATION:

NAME: _____ PHONE NUMBER: _____

CURRENT ADDRESS: _____

CONTACT NAME AND PHONE NUMBER IF DIFFERENT THAN OWNER: _____

**PLEASE SUBMIT THIS COMPLETE FORM ALONG WITH TWO SEPARATE CHECKS
AT LEAST 7 DAYS BEFORE INITIAL DESIRED INSPECTION DATE**

ONE CHECK FOR THE INSPECTION FEE \$270.00

ONE CHECK FOR THE TOURISM FEE \$200.00

**TENANT INFORMATION NEEDS TO BE SUBMITTED TO THE BOROUGH BEFORE OCCUPANCY BEGINS.
EMAIL THE FOLLOWING INFORMATION TO: _____**

- ~Property Address
- ~Length of Stay
- ~Names of All Occupants
- ~List of Vehicles of Occupants
- ~Written Verification that you completed a Self-Inspection

DATE OF SUBMISSION: _____

CHECK NUMBER: _____

DATE OF INSPECTION: _____

PASS / FAIL: _____

COMMENTS: _____

Self-Inspection Sheet

Additional information required

Length of occupancy _____
Drivers licenses for each tenant _____
Vehicle Information for tenants _____
Tenant affidavit _____

Address: _____

Owner: _____

Six Month License #: _____

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
- _____ - 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