

APPLYING FOR A RESIDENTIAL RENTAL CERTIFICATE OF OCCUPANCY IN THE TOWNSHIP OF LAKEWOOD

The following information should prove useful to you and facilitate matter. (The Housing Code is greatly condensed here and is intended as a guide for your convenience.) Rental Units are to be inspected BEFORE THEY ARE OCCUPIED. Occupancy of a rental unit is not allowed until a Certificate of Occupancy has been issued.

PLEASE NOTE: ALL RENTALS ARE TO BE READY BY 9 AM THE DAY OF INSPECTIONS.

INTERIOR

1. Potable approved water supply.
2. Toilet, tub, shower must afford privacy.
3. Plumbing fixtures must be in good working order.
4. Hot & cold water to sinks and tubs. (note- hot water MUST be on the left side)
5. Heating equipment properly installed and in working order.
6. Mandatory Smoke Detectors are within 10 feet of all bedrooms or inside each bedroom if dwelling was built after 1991.
7. If the unit is equipped with electric interconnected smoke detectors you CANNOT change them to the battery-operated ones.
8. Egress safe and unobstructed.
9. Bedrooms must be 70 sq. feet of floor area for a single bedroom occupant.
10. No room can be used as a bedroom if the traffic pattern dictates that other members of the household can travel through violating privacy.
11. Floors, carpets, foundation, walls, ceilings, doors windows are all clean and in good working order.
12. All doors, windows, closets and cabinets must be capable of the use in which they were designed. Namely: to open and close, eliminate drafts, provide ventilation when needed, to latch closed and be able to lock.
13. There must be at least two electric outlets per room and in good working condition.
14. Leaking drains and faucets must be repaired.
15. Refrigerators must be working and stoves must have every burner working in good condition.
16. Three or more steps MUST have a handrail.
17. Foundation, floors, and walls are clear of dampness.
18. Free of rodents.
19. Windows must have screen from May 1st to October 1st.
20. Paint/wallpaper is in good condition.
21. Kitchen/bathroom floors are impervious to water.
22. Termite report may be required.
23. Solid core door or sheathing on door from garage to house.
24. No extension cords, spliced cords or adapter outlets for garage door openers.
25. Mandatory Carbon Monoxide Detectors within 10 feet of sleeping areas.
26. Front floor deadbolt cannot be a doubled-key deadbolt Latch to Key.
27. Smoke detectors on every level, including basement and attic if those areas are finished.

EXTERIOR

1. Windows, roof and other parts of the building are in good repair.
2. Decks, porches and balcony have safe railings.
3. Roofs, walls, windows, exterior doors free from holes and leaks.
4. Premises are free from litter, garbage, rubbish, junk and debris.
5. Lawns, hedges and bushes are to be maintained and trimmed.
6. Fences are in good repair.
7. Driveway, steps and sidewalks are to be in good repair.
8. Gutters and downspouts are to be in good repair.
9. Place street numbers on buildings- to be visible from road.
10. Pool fencing to meet code from original installation.
11. Tight fitting pool cover required when not in use.
12. Sheds, garages are to be in good repair.

OTHER REQUIREMENTS

1. Well water must be tested and approved no more than six months before applying for a rental Certificate of Occupancy.
2. If oil is supplied, it must be tank tested for leak and certified by company that tested the tank.
3. All open permits must be closed before inspections will be scheduled.
4. Property owner or an agent/manager must be on site to operate all utilities.
5. Fire extinguisher must be visible and mounted within 10 feet of the kitchen, **2A:10BC** rated between 2 and 10 pounds.
6. When a new tenant moves into a single family home, you MUST contact Public Works at (732) 905-3405 to arrange for garbage collection and garbage containers.

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