

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

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.

CLEANING/PAINTING: All floors, walls, ceiling doors, windows, cabinets, closets, etc, are to be clean and in good repair.

VENTILATION: 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 and to latch close and be able to lock. Screens must be provided on all windows and exit doors from May 1 to October 1.

HEATING/UTILITIES/APPLIANCES: Heat and hot water are to be provided at designated temperatures throughout the year. There must be at least two electric outlets per room and in good working condition. Leaking drains and faucets must be repaired. Refrigerators must be working and stoves must have every burner working in good condition. Water closets, tubs and showers must be in good repair, with drains functioning properly. Effective May 6, 1987, no CO will be issued to a dwelling using a private water supply (well) with out receiving a water test. The date of the water analysis must be tested no more than six months before applying for the CO. Every unit must have a refrigerator, oven and stove that is clean and in working order. All utilities must be on the date of the inspection.

BEDROOM REQUIREMENTS: There must be seventy (70) sq. feet of floor area for a single bedroom occupant. Every bedroom must meet minimum requirements for light and ventilation. No room can be used as a bedroom if the traffic pattern dictates that other members of the household can travel through violating privacy.

BUILDING EXTERIOR: The exterior of the building must be in good repair, including steps, porch, railing, etc. Lawns, parking areas, sidewalks and rear yards must be maintained and free of litter, debris and unregistered and/or abandoned vehicles.

SMOKE DETECTOR/CARBON MONOXIDE DETECTOR/FIRE EXTINGUISHER: Smoke detectors are required on every floor and must be within 10' of all bedrooms. Smoke detectors are required if there is access to an attic with a height of less than 7' or more and crawl spaces 4' is access allows the occupant to use the common area for storage. Attics with 7' or more and crawl 4' or more need interconnected smoke detectors. If the unit is equipped with electric interconnected smoke detectors you CANNOT change them to battery operated ones. Carbon monoxide detectors are required within 10' of all bedrooms. They may be battery operated, plug-in or electric. You may also use the Smoke Detector/Carbon Monoxide detector combination.

(This paragraph relates to multiple dwelling only.) All rental units are required to have smoke detectors. If your unit was built after 1977, under the Uniform Construction Code, you must have electric smoke detectors. Photo-electric types are only required if the detector is installed within five feet of a kitchen or bedroom

The New Jersey Assembly of Housing and Local Government Committee, Senate Bill No. 1294 requires that as of July 1, 2005 every dwelling unit in a building with fewer than three dwelling units, upon its sale, lease or transfer, shall be equipped with at least one portable fire extinguisher. The extinguisher should be rated for residential use and consist of an ABC type, rated no larger than 10 pounds, and mounted within 10 feet of the kitchen area.

GARBAGE COLLECTION: 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.

PLEASE WRITE LEGIBLY OR YOUR APPLICATION WILL NOT BE ACCEPTED.

Block _____ Lot _____ Application _____ Taken By: _____
Rental Certificate Of Occupancy
Township Of Lakewood

Address to be inspected: _____ Unit: _____

Owner: _____ Address: _____
(I.D. Required) (No P.O.Boxes) City, State & Zip

Phone: (____) _____

Agent/Contact Person _____ Address: _____
(No P.O.Boxes) City, State & Zip

Phone: _____

Date Expected to Occupy: _____ DATE OF INSPECTION: _____

New Tenant Name: _____ Number Of Occupants _____

Previous Rent: _____ New Rent: _____ Number Of Bedrooms _____

Any Outstanding Construction Permits ? Yes No

Is there any Construction being done that requires a permit ? Yes No

Landlord To Furnish:

Water: Yes No Gas: Yes No Electric Yes No

Sewer/Septic Service: Yes No Well Yes No

Certification of Landlord's Registration should be filed with the Township Clerk in compliance with NJSA 46:8-28. This information must be updated as necessary to keep all information current. This information must also be furnished to the Tenant.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS CORRECT AND THAT THE CERTIFICATION OF THE RENT IS POSTED WITH THE TOWNSHIP CLERK PERSUANT TO R.C.O 13A-16.
SIGNED: _____ PRINT: _____
OWNER OR DESIGNATED AGENT

Note: All items above must be completed or application will not be processed

FOR OFFICE USE ONLY

Application Received: _____ Fee Paid: _____

C.O.# _____ Approved: _____

Inspector: _____

Refused: _____ Date of Inspection: _____

Reinspection Fee Paid: _____ Amount: _____

EFFECTIVE 03/02/2009