



## TOWNSHIP OF MONROE

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EFFECTIVE 2-1-2023

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HOUSING OFFICIAL

### RENTAL INSPECTIONS ONLY

The following is a checklist for obtaining a Rental Certificate of Occupancy. This inspection is to mainly look for all safety hazards and unsanitary living conditions. It is not an all-inclusive and is subject to change without notice. This is a visual inspection and the list below is only a guide for the landlord. The inspection is not designed to check every outlet, open and close windows, run appliances through their cycles or turn on heat during the summer months. It is the landlords responsibility to obtain all necessary permits required by law.

#### APPLICATIONS SHOULD BE SUBMITTED 3-4 WEEKS PRIOR TO CHANGE OF TENANT!

1. All rental inspections for change of tenant must be move in ready.
2. House numbers must be 3" minimum in size.
3. All utilities must be turned on (water,gas,electric).
4. Smoke detectors are required on all levels. See reverse side for more details.
5. Carbon monoxide detectors required outside of all sleeping areas (Exception: houses with all electric and detached garages). See reverse side for details
6. Fire extinguisher (2A-10B:C) mounted and visible exiting the kitchen. See reverse side for details.
7. All appliances installed and operating. (stoves and exhaust fans)
8. Handrails for steps with four or more risers. Must meet current code.
9. Rails/guards on landings and porches 30" in height or higher. The entire area is to meet current code.
10. Mobile homes and trailer skirting open every 10' with tie downs secure.
11. A satisfactory lab report including mercury for private wells. New test to be done every 5yrs.
12. A satisfactory septic certification for all private septic systems. New test to be done every 5yrs.
13. All supporting members must be structurally sound. (floors, walls, ceiling and roof members)
14. All windows easily operable and held in position by hardware. (window screens, sash cords, etc.)
15. Paint, plaster,cracks, and decayed wood replaced or repaired and painted.
16. Home free from insect/rodent infestation.
17. No extension cords.
18. All lighting fixtures, outlets and switches secured.
19. Grass and weeds cut and maintained.
20. Debris removed from site.
21. Sidewalk, stairs and driveways free from trip hazards.
22. Broken or cracked glass replaced.
23. Roof waterproof and sound.
24. Doors and windows properly trimmed and caulked for energy purposes.
25. All pool barriers must be a minimum of 4ft fencing with a minimum 4ft gate. Gate must open out, self close and latch with a release 54" from the ground, with no stagnant water where mosquitoes can breed.
26. Swimming pool must be structurally sound and protected by a ground fault circuit interrupter.
27. Bathroom and kitchen floors impervious to water, clean and sanitary.
28. All tubs and shower walls caulked and maintained.
29. Heating system in working order free from defects and emergency shut off switch.
30. Hot water heater in working condition with relieve valve an blow off pipe within 6' of floor or approved drain.
31. All plumbing fixtures properly installed and properly working with no leaks.
32. All abandoned property registration fee, penalties and all charges related to emergency work completed at the property must be paid in full.
33. All construction permits and violations must be satisfied and all penalties paid in full.
34. Dwellings built prior to 1978 are subject to Lead Base Paint Inspection see P.L. 2021, c. 182 for details.
35. Maintain liability insurance no less than \$500,000 see P.L. 2022, c. 92 for details.

**EFFECTIVE JANUARY 1 2019 ALL BATTERY SMOKE DETECTORS MUST BE 10 YEAR SEALED BATTERY UNITS. NO OTHER DETECTORS OTHER THAN THOSE LISTED BELOW WILL BE APPROVED OR ACCEPTED!!**

5:70-4.19 SMOKE ALARMS FOR ONE- AND TWO-FAMILY DWELLINGS; CARBON MONOXIDE ALARMS; AND PORTABLE FIRE EXTINGUISHERS

(A) IN ONE- AND TWO-FAMILY OR ATTACHED SINGLE FAMILY DWELLINGS SUBJECT TO THE REQUIREMENTS OF N.J.A.C.

5:70-2.3, SMOKE ALARMS SHALL BE INSTALLED AS FOLLOWS:

1. ON EACH LEVEL OF THE PREMISES; AND
2. OUTSIDE OF EACH SEPARATED SLEEPING AREA

(B) THE SMOKE ALARMS REQUIRED IN (A) ABOVE SHALL BE LOCATED AND MAINTAINED IN ACCORDANCE WITH NFPA 72.

1. THE ALARMS SHALL NOT BE REQUIRED TO BE INTERCONNECTED.

(C) **TEN-YEAR SEALED BATTERY-POWERED SINGLE STATION SMOKE ALARMS SHALL BE INSTALLED AND SHALL BE LISTED IN ACCORDANCE WITH ANSI/UL 217, INCORPORATED HEREIN BY REFERENCE. HOWEVER, A/C-POWERED SINGLE OR MULTIPLE-STATION SMOKE ALARMS INSTALLED AS PART OF THE ORIGINAL CONSTRUCTION OR REHABILITATION PROJECT SHALL NOT BE REPLACED WITH BATTERY POWERED SMOKE ALARMS. \*THE EFFECTIVE DATE OF THIS SUBSECTION SHALL BE JANUARY 1, 2019.\***

1. A/C-POWERED SMOKE ALARMS SHALL BE ACCEPTED AS MEETING THE REQUIREMENTS OF THIS SECTION AND LESS THAN TEN YEARS OLD.

(D) CARBON MONOXIDE ALARMS SHALL BE INSTALLED IN ALL DWELLING UNITS IN BUILDINGS IN ONE- AND TWO-FAMILY OR ATTACHED SINGLE FAMILY DWELLINGS, EXCEPT FOR UNITS IN BUILDINGS THAT DO NOT CONTAIN A FUEL-BURNING DEVICE OR HAVE AN ATTACHED GARAGE, AS FOLLOWS:

1. SINGLE STATION CARBON MONOXIDE ALARMS SHALL BE INSTALLED AND MAINTAINED IN THE IMMEDIATE VICINITY OF THE SLEEPING AREA(S).
2. CARBON MONOXIDE ALARMS MAY BE BATTERY-OPERATED, HARDWIRED OR OF THE PLUG-IN TYPE AND SHALL BE LISTED AND LABELED IN ACCORDANCE WITH UL-2034 AND SHALL BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS OF THIS SECTION AND NFPA-720

**(E) A PORTABLE FIRE EXTINGUISHER SHALL BE INSTALLED IN ACCORDANCE WITH THE FOLLOWING:**

1. THE EXTINGUISHER SHALL BE WITHIN 10 FEET OF THE KITCHEN AND LOCATED IN THE PATH OF EGRESS;
2. THE EXTINGUISHER SHALL BE READILY ACCESSIBLE AND NOT OBSTRUCTED FROM VIEW;
3. THE EXTINGUISHER SHALL BE MOUNTED USING THE MANUFACTURER'S HANGING BRACKET SO THE OPERATING INSTRUCTIONS ARE CLEARLY VISIBLE;
4. THE EXTINGUISHER SHALL BE AN APPROVED LISTED AND LABELED TYPE WITH A MINIMUM RATING OF 2A-10B:C AND NO MORE THAN 10 POUNDS;
5. THE OWNER'S MANUAL OR WRITTEN OPERATION INSTRUCTIONS SHALL BE PROVIDED DURING THE INSPECTION AND LEFT FOR THE NEW OCCUPANT;
6. THE EXTINGUISHER SHALL BE SERVICED AND TAGGED BY A CERTIFIED DIVISION OF FIRE SAFETY CONTRACTOR WITHIN THE PAST 12 MONTHS OR THE SELLER MUST HAVE A RECEIPT FOR A RECENTLY PURCHASED EXTINGUISHER; AND
7. THE TOP OF THE EXTINGUISHER SHALL NOT BE MORE THAN FIVE FEET ABOVE THE FLOOR.