



Englewood

Property Maintenance

P.O. Box 228 • Englewood, N.J. 07631 • www.cityofenglewood.org

Receipt No. _____

Cash or Check # _____

File No. _____

Fee \$ 100.00

CERTIFICATE OF RENTAL OCCUPANCY

Date of Request: _____ Move in Date: _____

Rental Address: _____ Apt No: _____

Name of Tenant: _____

Owner Information:

Name: _____

Address: _____

Home Phone No: _____ Cell No: _____

Work No: _____

Owner's Email Address: _____

Emergency Contact /Super/Agent Information:

Name: _____

Address: _____

Email Address _____

Home Phone No: _____ Cell No: _____

In the event a third inspection reveals previously notice violations which remain unabated an additional inspection fee equal to the fee for a certificate of rental occupancy shall be charged for such third inspection and each additional inspection performed until the violations are abated. Chapter 191-14 of the City of Englewood codes.

ALL APARTMENTS MUST BE VACANT & IN MOVE-IN CONDITION

Landscape & lawn must be in neat cut condition & free of any trash or debris

Garbage & Recycling Containers must be in good repair and have tight fitting lids

Exterior Structure Foundation, Walls, Roof & Gutters must be in good repair, walls must be free from cracks, Roof must be in good repair with no evidence of leaks, Gutters must be attached and in good repair.

Stairs, Porches, Railings & Handrails must be in good repair & secured in place with no evidence of rotting or corrosion. Handrails shall be in place where required, Railings shall be secured

Sidewalks, Walkways & Driveways must be in good repair, free of cracks & holes

House & Unit Number must be on the house & visible, numbers must be a minimum of (2) inches high

Windows other than fixed must operate & have proper fit. Panes must be solid with no visible breaks or cracks & all seals shall be intact.

Window & Door Screens must be in good repair free from holes & tears, in place or accessible for inspection

Exit Doors must be in good repair & in working condition; the proper locks shall be in place & peep holes where necessary.

Interior Doors throughout house or apartment must operate & fit properly

Interior Structural members must be sound with no evidence of deterioration

Interior Walls & Ceilings paint must be in good condition, no holes, cracks or loose plaster

Interior Floors must be clean & in good condition including carpet

Kitchen stove must be in good repair, clean, oven & all burners must operate, with all safety features present

Kitchen & Bathroom floors must be substantially watertight & in good repair

Bath & Showers must be in good repair, Tiles must be grouted & caulked, all doors working properly, shower head shall work & water faucets must operate properly.

Toilets must be in good repair; tightly secured & operating properly

Sinks, Tubs & Showers must be operating & in good repair

Basements & Crawlspaces must be substantially secured to prevent the entrance of rodents & insects, free of trash & debris

Furnace/Heating System must be operating properly & in good repair. Water heater must be in good repair. Ventilation must be adequate where provided. Electrical outlets & fixtures must be in good repair operating properly GFI outlets installed where needed.

Smoke Detectors must be on each level & within 10 feet of every sleeping area. All smoke detectors must be in working condition.

All residential dwellings (including condos) require an ABC type fire extinguisher 10 pound maximum, mounted to the wall on the exit from the kitchen.

All dwellings with gas appliances must have operable carbon monoxide detectors in the immediate vicinity of the bedrooms.

**PREMISES OVERALL MUST BE IN GOOD REPAIR, FREE OF
RODENTS, INSECTS & OFFENSIVE ODORS**

**If you have any questions contact the
Property Maintenance Dept at (201) 871-6692 or the Inspectors**

**Sue Amin - 201-567-1952
Eric Dolphy - 201-871-6646
Tyree Balmer - 201871-6676**

**WE ARE ATTEMPTING TO EMAIL ALL CRO CERTIFICATES. IF YOU DO NOT
HAVE AN EMAIL ADDRESS, YOU MAY REQUEST A HARD COPY**