

Housing and Property Maintenance
Request for a Certificate of Rental Occupancy

Date of Request: _____ **Move in Date:** _____

Rental Address: _____ **Apt Number:** _____

Name of Tenant: _____

Owner Information:

Name: _____

Address: _____

Home Phone Number: _____ **Cell Number:** _____

Work Phone Number: _____

Owner's E-mail Address: _____

Emergency Contact or Super Information:

Name: _____

Address: _____

Home Number: _____ **Cell Phone Number:** _____

Fee required: \$100.00 is payable upon application.

In addition to this forgoing fee, 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 violation are abated. ORD.NO. 97-26 (8/19/97)

A Certificate of Rental Occupancy will not be issued until all fees are paid.

The City of Englewood Certificate of Rental Occupancy

Yard Areas - Landscape & lawn must be in neat & cut condition

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

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

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

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

Interior Structure - Structural members must be sound with no evidence of deterioration

Interior Walls & Ceilings - Paint must be in good condition

Interior Floors must be in good condition

Kitchen - Stove must be in good repair, clean & working, 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

Exit Doors: Must be in good repair & in working condition Proper locks shall be in place & Peep holes where necessary.

Doors throughout house or unit must operate & fit properly

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

Premises overall must be in good repair, free of rodents, insects & offensive odors

Utilities - Stove - all burners must operate; Sinks must be operating & in good repair, 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: There must be one 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 area of the bedrooms.

This is a general overview of what the inspectors look for during the inspection, if you have any questions regarding the above. Please contact the City of Englewood Housing & Property Maintenance Department at (201) 871-6692