



# Englewood

Property Maintenance

P.O. Box 228 • Englewood, N.J. 07631 • [www.cityofenglewood.org](http://www.cityofenglewood.org)

Receipt No. \_\_\_\_\_

M/O or Check # \_\_\_\_\_

File No. \_\_\_\_\_

Fee \$ 125.00 \_\_\_\_\_

## **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, NO OPEN  
PERMITS & IN MOVE-IN CONDITION\***

**Landscape & Lawn:** Grass and Hedges must be trimmed at all times.

**Paint Interior Walls & Ceilings:** Entire dwelling must be FRESHLY PAINTED and in good condition, no holes, nails/ screws, cracks or loose plaster at the time of inspection.

**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 holes, loose shingles or evidence of leaks. Gutters, Eaves and Soffit must be attached and in good repair at the time of inspection.

**Stairs, Porches, Railings & Handrails:** must be in good repair & secured in place with no evidence of rotting/corrosion, cracks or breaks. Handrails shall be in place where required, Railings shall be secured free of any safety hazards at the time of inspection.

**Sidewalks, Walkways & Driveways:** must be in good repair, free of cracks, breaks, holes, snow/ice or potential trip hazards at the time of inspection.

**House & Unit Number:** must be on the house & visible, numbers must be a minimum of (2) inches high, at the time of inspection.

**Windows:** Other than a fixed window ALL windows must operate properly & have proper fit. Panes must be solid with no visible breaks or cracks & all seals shall be intact at the time of inspection.

**Window & Door Screens:** must be in good repair free from holes, tears, and properly fitting windows or exterior doors from May 1 to October 1 of each year.

**Exit Doors:** must be in good repair & in working condition; the proper locks shall be in place & peep holes where necessary at the time of inspection.

**Interior Doors:** throughout house or apartment must operate & fit properly at the time of inspection.

**Interior Structural:** All members must be sound with no evidence of deterioration at the time of inspection.

**Interior Floors:** must be clean, free of rips, odors, holes, breaks, buckling or stains & in good condition, including carpets at the time of inspection.

**Kitchen:** stove must be in good repair, clean & all burners must operate, with all safety features present at the time of inspection.

**Kitchen & Bathroom floors:** must be substantially watertight & in good repair at the time of inspection.

**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 at the time of inspection.

**Toilets:** must be in good repair; tightly secured & operating properly at the time of inspection.

**Sinks:** must be operating & in good repair at the time of inspection.

**Basements & Crawlspaces:** must be substantially secured to prevent the entrance of rodents & insects, free of trash & debris at the time of inspection.

**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 at the time of inspection.

**Smoke Detectors:** Must be a ten-year sealed battery-powered single station smoke alarm. Smoke detectors must be installed on each level & within 10 feet of every sleeping area. All smoke detectors must be in working condition at all times.

**Carbon Monoxide Detectors:** Can be battery-operated, hard-wired, or plug-in type. Carbon Monoxide detectors must be installed in the immediate sleeping area and in working condition at all times.

**Portable Fire Extinguisher:** The extinguisher shall be within 10 feet of the -- kitchen, not obstructed from view and located in the path of egress.

Extinguisher must be mounted no more than 5 feet above the floor, using the manufacturers hanging bracket.

Extinguisher must be an approved listed & labeled type with minimum rating of 2A-10B:C and no more than 10 pounds.

**Extinguisher must 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 at the time of inspection.**

**Storage of abandoned vehicles are prohibited at the time of inspection.**

**Entire property must be free of all trash & debris at the time of inspection.**

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

**If you have any questions call the Property Maintenance Dept.,  
please contact... Felicia James-England at (201) 871-6418  
or contact Inspectors directly:**

**Supervisor Eric Dolphy (W) (201) 871-6646 (C) (201) 314-1042**

**Inspector Kenneth Whiteside (W) 201-567-1952 (C) (201) 973-8872**

**Inspector Delia David (C) (201) 314-0829**

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