

**CODE ENFORCEMENT
TOWNSHIP OF BRICK**

401 Chambers Bridge Road, Brick, NJ 08723
PHONE: 732-262-1033 • FAX: 732-262-8954

OFFICE USE

Co. _____
DATE: _____
INITIALS _____
REGISTERED _____

Residential Rental Certificate of Occupancy Application:

Block: 927 Lot 19 Qualifier APT. A.

Property Location 608 Princeton Ave

Living Rm Sqft _____ Dining Rm Sqft _____ Kitchen Sqft _____ Bath #1 Sqft _____ Bath #2 Sqft _____

Bedroom #1 Sqft _____ Bedroom #2 Sqft _____ Bedroom #3 Sqft _____ Bedroom #4 Sqft _____ Den _____

Tenants Names (All Occupants) LISA MANZARELLA

Owners Name: Michael Pepe Phone#: 732-604 2299

Owners Address: 8 Seville Dr City: Brick State: NJ Zip: 08723

Designated Agent: _____ Phone#: _____

Agents Address: _____ City: _____ State: _____ Zip: _____

IS THERE MORE THAN ONE DWELLING ON THE PROPERTY (☒) YES • () NO

IS THIS A TWO-FAMILY HOUSE (☒) YES • () NO IS THE RENTAL REGISTERED (☒) YES • () NO

WATER SOURCE: CITY (☒) WELL () SEASONAL RENTAL () YES (☒) NO

IS THERE A FIREPLACE () YES (☒) NO HAS TENANT MOVED IN () YES (☒) NO

DATE TO BE INSPECTED: 3/14/13 A.M. 10 TO 12

PLEASE READ THE FOLLOWING CAREFULLY AND SIGN THE APPLICATION

The presence of the Owner, Realtor or Designated Agent is mandatory during the inspection. Someone must be available between the hours of 10:00 a.m. to 12:00 p.m. or 1:00 to 3:00 p.m., Monday through Friday. Two hour windows available only. NO exceptions!

This form must be completed in its entirety including the tenants name and date the rental unit is to be inspected. Kindly submit this form in person to the Code Enforcement Department with the inspection fee made payable to the Township of Brick (sorry, no faxed copies can be accepted).

For your convenience, our office supplies a list of guidelines to help you prepare the rental for inspection. Please review this list so re-inspections will not be necessary. **An additional fee** shall be charged for each re-inspection that may be required because violations are found. **ALL FEES SHALL BE REMITTED TO THE OFFICE PRIOR TO THE INSPECTION.** Remittance of fees by check or money order is preferred. Also there is a fee for failure to keep scheduled appointments without ample notification (24 hrs).

Anyone renting without a Certificate of Occupancy (C.O.) will be issued a summons and may face a penalty not to exceed two thousand dollars (\$2,000) and/or a term of imprisonment for a period not to exceed ninety (90) days. **NO tenant should occupy any rental unit prior to a C.O. inspection. NO rental inspection will be performed until ALL belongings of the previous tenant/ owner are removed. No items belonging to the new tenant are to be on the premises prior to a passing inspection.**

Brick Township Ordinance # 225-4 governs rental properties. A copy of this Ordinance may be obtained for a nominal fee from the Municipal Clerk's Office. All property owners must complete a Landlord Registration form with the Municipal Clerk's Office (N.J.S.A. 46:8-28) Rental units are inspected to insure compliance with the Property Maintenance Code adopted by the Township of Brick.

Signature: Michael Pepe
(Owner, Realtor, or Designated Agent)

OFFICE USE ONLY:

REQUIREMENTS PAMPHLET GIVEN? () YES () NO

IS APPLICATION COMPLETE? () YES () NO 50

INSPECTION:

DATE REC'D: 3/14/13 RECEIVER: [Signature] (☒) CHECK # 234 () MONEY ORDER # _____ CASH RECEIPT _____
RESULT (☒) PASS () FAIL INSPECTOR: [Signature] DATE: 3-14-13

1ST RE-INSPECTION

DATE REC'D: _____ RECEIVER: _____ () CHECK # _____ () MONEY ORDER # _____ CASH RECEIPT _____
RESULT () PASS () FAIL INSPECTOR: _____ DATE: _____

2ND RE-INSPECTION

DATE REC'D: _____ RECEIVER: _____ () CHECK # _____ () MONEY ORDER # _____ CASH RECEIPT _____
RESULT () PASS () FAIL INSPECTOR: _____ DATE: _____

3RD RE-INSPECTION

DATE REC'D: _____ RECEIVER: _____ () CHECK # _____ () MONEY ORDER # _____ CASH RECEIPT _____
RESULT () PASS () FAIL INSPECTOR: _____ DATE: _____

CODE ENFORCEMENT
TOWNSHIP OF BRICK

401 Chambersbridge Road, Brick, NJ 08723
PHONE: (732) 262-1033 FAX: (732) 262-2941

C.O.# 60

RESIDENTIAL RENTAL CERTIFICATE OF OCCUPANCY INSPECTION REPORT

BLOCK: 927 LOT: 19 QUALIFIER: APT A

PROPERTY LOCATION: 608 Princeton Ave DATE OF INSPECTION: 3-14-13

INSPECTOR: J Jusinski OVERALL RATING: (X) PASS () FAIL

PASS FAIL

- (X) () 1. Interior of apartment/house completely cleaned and freshly painted inside.
- (X) () 2. Outside of house and trim clean and neat (not peeling, chipping, or worn).
- (X) () 3. Outside street address numbers displayed (minimum height 3 inches and 2 inches wide).
- (X) () 4. Outside of property clean of trash, debris, high grass, and weeds. No accumulation of any kind.
- (X) () 5. All basement windows must have working locks and all windows must be able to open.
- (X) () 6. All carpets clean, free of rips, tears and worn areas as well as free from large stains.
- (X) () 7. Metal strips for carpet edges.
- (X) () 8. Smoke Detectors - must have one within 5' of any bedroom and must have one on every level. Carbon Monoxide Detectors must be installed on all sleeping levels, within 10' of the bedroom door.
- (X) () 9. Electric on and in working order.
- (X) () 10. Gas on and in working order.
- (X) () 11. Water on and in working order.
- (X) () 12. All bedrooms have privacy doors and are free from holes.
- (X) () 13. All bathrooms have privacy doors and are free from holes.
- (X) () 14. All doors are free from holes.
- (X) () 15. All windows are properly maintained (open and close freely).
- (X) () 16. Window locking devices in proper working order.
- (X) () 17. Window screens provided and are free from holes for all windows designed to open. Storm and sliding door units included.
- (X) () 18. Sliding entry and privacy doors have knobs or handles that are secure. All doors must open and close freely.
- (X) () 19. Sliding doors have operable locks.
- (X) () 20. Handrails inside are secured. Handrails are required where there are 3 or more risers, over 30 inches or more in height, and for all stairs or steps used for egress.
- (X) () 21. Handrails outside are secured. Handrails required as noted above in number 20.
- (X) () 22. Stove furnished by owner.
- (X) () 23. All appliances clean and operable.
- (X) () 24. No leaks in any faucet, pipes or under the sink.
- (X) () 25. Dead bolt locks have thumb latch.
- (X) () 26. Closets have doors and poles and shelves secured.
- (X) () 27. All sliding closet doors to have door guides installed on floor.
- (X) () 28. Bulkhead, docks, and decks are secured and free from rotten boards and sink holes.
- (X) () 29. Certificate/verification that wood burning stove/fireplace (including gas) has been cleaned and in safe working order.
- (X) () 30. Heating system-sufficient heating from October 1, to May 15th. All heat outlets are permanent and secured to the wall.
- (X) () 31. Water analysis certification from the Ocean County Health Department for houses with well water.
- (X) () 32. Plumbing fixtures in working order.
- (X) () 33. Rental unit is maintained in good repair, structurally sound and in a sanitary condition.
- (X) () 34. Unit complies with the presently adopted Property Maintenance Code by the Township of Brick.
- (X) () 35. Ground fault receptacles (GFI) to be installed to protect bathroom outlets, **WASHING MACHINE OUTLETS**, and all outlets within 5' of kitchen sink.
- (X) () 36. All sealed double pain windows and doors are free of condensation, film, and allow proper light into room.
- (X) () 37. Owner has provided tenant with the truth-in-renting statement pursuant to Township rental requirements.
- (X) () 38. Occupancy calculations: 4
- (X) () 39. Fire Extinguisher, size: 2A: 10B:C rated, mounted within 10 feet of the kitchen.

ITEMS THAT DO NOT MEET CODE ARE LISTED BELOW

REPAIRS AND REINSPECTION MUST BE DONE WITHIN DAYS

INSPECTOR: [Signature] OWNER/AUTHORIZED AGENT: [Signature]

WHITE-OFFICE YELLOW-OWNER PINK-TENANT