

**Certificate of Occupancy Application Form**

Rental: \_\_\_\_\_ Dates of Occupancy: \_\_\_\_\_  
 Sale: \_\_\_\_\_ Closing Date: \_\_\_\_\_ CO # \_\_\_\_\_  
 Inspection Address: \_\_\_\_\_ Block \_\_\_\_\_ Lot: \_\_\_\_\_  
 Present Owner: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Buyer/Tenant: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Current Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_  
 Real Estate Agent/Agency: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Contact person for inspection: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
 Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_

**Note: Completed applications must be received at least 10 days prior to inspection.**  
**Incomplete applications or applications received with no fees will not be accepted.**

**FEE SCHEDULE**

Each inspection requires one check payable to the Borough of Spring Lake

Check in the amount of -----

Apartment above store or garage:	\$50.00
Houses with up to 4 bedrooms:	\$100.00
Houses with more than 4 bedrooms:	\$150.00
Re-inspection:	\$25.00
Re-rental within 3 months of last inspection:	\$50.00

Owner/Agent: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR OFFICE USE ONLY:**

Received by: \_\_\_\_\_ Fee: \_\_\_\_\_ Check #: \_\_\_\_\_

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

## **\*\*ATTENTION REALTORS & LANDLORDS\*\***

- **Incomplete applications or applications without the appropriate fees will not be accepted.** All the information we request is important.
- Make sure the **block** and **lot** information is correct.
- Rental: **Must** include a copy of the rental/lease agreement.
- The buyer's/tenant's address is the address they are currently residing at or moving from. Include the city, state, & zip code.
- **Note that applications must be received at least 10 days prior to inspection.**
- Leave applications with Peg Costanzo in the code enforcement office.
- Inspections are conducted on:
  - Mondays & Wednesdays: October 1 thru April 30
  - Mondays, Wednesdays, & Fridays: May 1 thru September 30.
- If you have any questions please contact me at 732-449-0800 ext. 613.

## **\*\*COMMON VIOLATIONS\*\***

- Front page of lease must be submitted with application.
- Smoke detector(s)-installed at each level and outside each sleeping area.
- Carbon Monoxide alarm(s)-installed outside each sleeping area.
- Fire extinguisher-Minimum 2A:10B: C rated installed with 10ft. of the kitchen and clearly visible.
- Property must be numbered (min 3 in. numbers clearly visible form the street).
- Utilities must be on and functioning properly.
- Appliances must be clean and in working order.
- Bathroom fixtures must be clean and functioning properly.
- Deadbolt locks must be keyless from the interior.
- Handrails required on all stairwells with 3 or more risers.
- Windows and doors must be operable and with screening for summer use.
- Interior surfaces of building must be clean. Peeling or cracked painted surfaces must be repaired.
- Sump pumps are not permitted to discharge into sewer system.
- Exterior of the property must be clean and in a safe condition.
- Sidewalks must be in good repair and not present a trip hazard.
- Suitable number of garbage containers must be provided.