

## RENTAL REQUIREMENTS

Note: This list is not all inclusive, other items may be noted upon inspection.

**ATTENTION: PERMITS AND APPROVALS ARE REQUIRED FOR ANY RECENT CONSTRUCTION AND ALL OPEN PERMITS MUST HAVE A FINAL INSPECTION BEFORE A CRO CAN BE ISSUED.**

- Smoke Alarms-Ten (10) year sealed battery or hardwired must be installed. (See attachment)
- Carbon Monoxide Detectors-Must be installed within 10' of each sleeping area. (See attachment)
- Fire Extinguishers- A portable fire extinguisher shall be installed. (See attachment)
- A copy of the lease must be provided with all rentals at the time of application.
- Property card from the Leonia Tax Department must match what we are inspecting.
- Inspecting the rental unit for any work that was performed without the proper permits.
- Rental units must be vacant, clean and ready for re-occupancy at the time of inspection.
- Floors, walls, ceilings must be free from dirt, mold, mildew, cracking or flaking paint. Floors must be free from any tripping hazards and be maintained in good repair.
- GFCI outlets shall be installed in all kitchens, bathrooms, laundry rooms, unfinished basements, garages and all exterior applications. Exterior outlets must have protective covers or be in enclosures.
- If rental unit has a fire place or wood burning stove, they must be certified safe and clean for use by a certified chimney company. NOTE: We will need the certificate (valid for 1 year from date of issue.) before the CRO certificate will be issued.
- Extension cords cannot be used as a substitute for permanent wiring.
- Electrical power, gas and water must be turned on for the inspection.
- Mechanicals in a one or two family house must be inspected by a heating professional and certify that everything is in working order. NOTE: We will need the certificate (valid for 1 year from date of issue) before the CRO certificate will be issued.
- Exterior stairs, decks and porches shall be free from any loose boards or loose cement, maintained and equipped with approved handrails/guardrails.
- Interior steps/stairwells shall be equipped with approved handrails/guardrails.
- There shall be an approved cover on all outlets, switches and junction boxes.
- Windows must be operable and all cracked windows must be replaced. Screens shall be installed on every window.
- Buildings shall have approved address numbers placed in a position to be plainly legible from the street or road fronting the property. These numbers shall contrast with their background. Address numbers

shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of 4" in height with a stroke of ½"

- Entrance doors must be self-closing and latch when a door enters a common area. Doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need of keys, special knowledge or effort and shall have a minimum lock throw of 1".

-No signs of infestation.

-Clothes dryer must be inspected by a professional and must certify that the unit is operating properly and free from lint. NOTE: We will need that certificate (valid for 1 year from date of issue) before the CRO certificate will be issued.

-No open penetrations in walls or ceilings.

-Occupancy load will be no more than 2 individuals and children under the age of 4 per each approved bedroom.

-Sidewalks and walkways must be maintained in good repair and free from any tripping hazards.

-Pools- Pools must be inspected by a professional and a bonding certificate shall be issued. NOTE: We will need that certificate (valid for 1 year from date of issue) before a CRO certificate will be issued.

-No obvious roof leaks or damaged or missing shingles.

**\*\*THIS INSPECTION IS VISUAL ONLY. IT SHOULD NOT BE CONSIDERED A GUARANTEE OR WARRANTY OF ANY KIND\*\***

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### RESIDENTIAL RESALE REQUIREMENTS

-Property card from Leonia Tax Department must match what we are inspecting.

-Working smoke and carbon monoxide alarms. (See attachment)

-Fire Extinguisher- A portable fire extinguisher shall be installed. (See attachment.)

-Looking for any work that was performed without the proper permits.

-Entrance doors must be self-closing and latch when a door enters a common area. Doors providing access to a dwelling unit, rooming unit or housekeeping unit that is rented, leased or let shall be equipped with a deadbolt lock designed to be readily openable from the side from which egress is to be made without the need of keys, special knowledge or effort and shall have a minimum lock throw of 1".

-No open penetrations in walls or ceilings.

-Exterior stairs, decks, porches shall be free from any loose boards or loose cement, maintained and equipped with approved handrails/guardrails.

-Interior steps/stairwells shall be equipped with approved handrails/guardrails.

-Sidewalks and walkways must be maintained in good repair and free from any tripping hazards.

-A recent copy of the Certificate of Inspection from the Fire Prevention Bureau within the last 12 months must be submitted.

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### COMMERCIAL RESALE REQUIREMENTS

- All window/door glazing must be intact and free from cracks or broken glass.
- Extension cords cannot be used as a substitute for permanent wiring.
- There shall be an approved cover on all outlets, switches and junction boxes.
- GFCI outlets shall be installed in all kitchens, bathrooms, laundry rooms, unfinished basements, garages and all exterior applications. Exterior outlets must have protective covers or be in enclosures.
- Interior and exterior steps/stairwells shall be equipped with approved handrails/guardrails.
- Sidewalks, driveways, steps, parking areas shall be in good repair.
- Surrounding area shall be free of debris, weeds, and other plant growth.
- All exterior surfaces shall be in good repair.
- A recent copy of the Certificate of Inspection from the Fire Prevention Bureau within the last 12 months must be submitted.
- No outstanding Property Maintenance violations.
- All sewer fees must be paid up to date.
- Taxes must be paid up to date.

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