



Code Enforcement
City of Burlington
525 High Street
Burlington, NJ 08016
(609) 386-0200 x142
Inspections@burlingtonnj.us

RENTAL PROCESS

In accordance with the City of Burlington's Rental Registration ordinance number 195-29 each rental unit shall be registered annually and inspected upon each change in tenancy and biennially. The registration shall expire one year from the date of issuance. No rental unit shall be rented unless the rental unit is registered in accordance with this article. Registration of rental units' ordinance (#195-29B) all rental units within the City shall be registered. Such registration shall occur immediately and upon every change in occupancy. A landlord registration must be renewed annually. Landlord registrations are not transferable to other entities or parties. No rental unit shall be occupied by tenants unless a valid registration certificate has been issued by the City.

The enclosed application reflects the requirements of this Ordinance, included are the following:

1. Rental Registration Application Procedure
2. Contents of Registration Form Application; (as mandated by ordinance #195-30)
3. Fees due for initial registration and inspection
4. Tenant Change Inspection Application
5. New Tenant Property Survey Form (must be signed by tenant and landlord)
6. Tenant Screening reports; (as mandated by ordinance 195-29 section C)
7. Payment of taxes and other municipal charges
8. Registration requirements for all rental units
9. Multiple Dwelling Buildings requirement (3 or more habitable units)
10. Rental Housing Inspections Checklist
11. Anti-Tip bracket safety information

Fees to be charged for residential rental units pursuant to section 146-95 relating to Chapter 195 Housing Standards shall be as follows:

Residential Rental Unit fees:

Initial registration fee: \$100.00

Certificate of compliance inspection/change of occupancy fee: \$100.00

Re-inspection fee: \$75.00

Multi-family dwelling rental inspection fee: \$100.00

Fee if inspector is not granted access to premises: \$100.00

Failure to show for appointment for inspection: \$100.00

Fees not paid shall be subject to a late fee as set forth in the fee schedule in Chapter 146. To view ordinance #195:27-44 in its entirety or to obtain additional applications online please visit

<http://www.burlingtonnj.us>

Please complete all necessary forms along with a check or money order payable to the City of Burlington; Code Enforcement Department, 525 High Street, Burlington, NJ 08016. Upon filing of a completed registration form, payment of the prescribed fee, and a satisfactory inspection, the owner shall be entitled to the issuance of a registration commencing on the date of issuance and expiring on the same date of the next calendar year. A registration form shall be required for each rental unit, and a registration shall be issued to the owner for each rental unit, even if more than one rental unit is contained in the property. (Ordinance #195-36)

Note: Multiple Dwelling Buildings of 3 or more residential units, please provide a copy of your state registration form and expiration date.

It is advised to review the copy of the Ordinance and code provided herein and make sure all items are addressed on the property. The inspection will hold to the letter of the Ordinance in every section. Failure will require a re-inspection prior to the license being issued. In many cases, not all, this means substantial attention must be paid to these units. From this point on this will be the procedure, no exceptions. All open permits must be closed. If there are any that require permits, they must be obtained and closed.

Respectfully,

Jody Mazeall

Construction Official
Code Enforcement

RENTAL REGISTRATION APPLICATION PROCEDURE

- A. Contents of Registration:** Completely fill form out in its entirety. (as mandated by Ordinance 195-30 in accordance with the requirements of N.J.S.A. 46:8-28).
- B. Fees:** Initial registration fee \$100.00. Certificate of compliance inspection and or/change of occupancy fee \$100.00 made payable to the City of Burlington. (Chapter 146)
- C. Tenant Change Inspection Application:** Completely fill out application in its entirety with tenant(s) or prospective tenant(s) information. Incomplete applications could result in delayed scheduling of an inspection.
- D. New Tenant Property Survey Form:** Landlord and tenant or head of household should conduct a preliminary walk-through prior to occupancy. This form must be signed by the tenant and owner/agent acknowledging they have read and understand the requirements of this form.
- E. Tenant Screening Reports:** At each change of occupancy of any rental unit, the registered landlord shall conduct a tenant screening for the new inhabitants of the rental unit for each adult household member age 18 or older. No registration certificate shall be deemed complete unless proof of an adequate screening has been provided by a reputable screening company or organization. (Ordinance 195-29)
- F. Payment of Taxes and other municipal charges:** No rental unit may be registered and shall issue for any property containing a rental unit unless all municipal taxes, water and sewer charges and any other municipal assessments are paid on a current basis. (Ordinance #195-40)
- G. Lead Safe Inspection:** All rental properties built before the year 1978 must have a lead inspection completed by a state certified contractor listed with the DCA. Burlington City is a swipe inspection as per NJ State. Lead Safe Certificate is required along with the fees. \$20 state filing fee and \$25 municipal filing fee.
- H. Rental Registration:** A Rental housing Certificate of Occupancy inspection is required for all rental dwelling units whenever there is a change of occupancy and prior to occupancy. (Ordinance 195-29 & 195-33 (A))
- I. Multiple Dwelling Units:** Multiple Dwelling Buildings with three (3) or more habitable units must be registered with the State of NJ Jersey. We require proof of registration submitted to our office for review. (Please see attached letter on instructions)
- J. Rental Housing Inspection Check List:** Please use the list attached to reduce the chance of reinspection and the associated fees.

RENTAL HOUSING INSPECTIONS CHECKLIST

ALL PERMITS MUST BE CLOSED

This list is provided so that applicants can prepare for the Certificate of Approval for Continued Occupancy inspection. The inspector may require additional deficiencies corrected. When applying for a housing inspection the following are the most common housing inspection violations. ***Note: This list only represents common violations and does not include all inspection requirements.***

- All rooms must be clean and move in ready.
- Remove exterior or interior trash and debris from property.
- Repair/replace sidewalks, walkway, steps or driveway to avoid tripping hazards.
- Remove high growth grass and weeds from the fence and curb line. Remove dead tree limbs.
- Cut and maintain grass during the season.
- Repair/replace exterior exhaust vent covers.
- Accessory structure (i.e. garages, fences, walls, etc.) must be maintained structurally sound and in good repair.
- Exterior wood surfaces must be protected from the elements and free from decay.
- Repair/replace missing or broken siding or shingles.
- Scrape and paint any rusted or corroded metal surfaces.
- Foundation walls must be plumb and free from open cracks and breaks.
- Exterior walls shall be free from holes, loose or rotting materials.
- Structural members must be maintained free from deterioration.
- No openings to allow rodents and pest access to interior.
- No openings in foundation walls to prevent rodent access to exterior.
- Roofs and flashing must be free from defects.
- Gutters and downspouts must be in good repair and free from obstructions.
- Steps, stairways, decks and balconies shall be maintained structurally sound and in good repair.
- Exterior and interior steps with three (3) or more rises require a graspable handrail.
- Guard rails are required with a drop of 30 or more inches.
- Chimneys must be maintained structurally sound and in good repair.
- Windows must open easily and be held in an open position by the window hardware.
- Operable windows must have tight fitting screens free from holes.
- Exterior doors must be maintained in good condition and may not have key latch to exit dwelling.
- Interior surfaces must be free from defects including chipping, flaking paint.

- Doors must fit reasonably well within its frame, be free from defects and open and close easily.
- If evidence of insect or rodent infestations exist – proof must be provided of proper extermination.
- Bedrooms must have two (2) means of egress (i.e. 1 door and 1 window).
- Bathrooms and toilet rooms must be equipped with at least one (1) window or an approved mechanical ventilation system discharged appropriately to the outdoors.
- Plumbing fixtures must be properly installed and maintained in a sanitary working order and be free from defects.
- Water heaters must be properly installed and capable of providing an adequate amount of water at a temperature not less than 120 degrees.
- Sink Water Temperature must be between 120-140 degrees.
- Tub/Shower temperature must be between 110-120 degrees.
- Water heaters must have bonding strap and pressure relief valve needs to extend 6" off the floor.
- Drainage of roofs/other drainage sources must not be discharged in a manner that creates a public nuisance or within 8' of a neighboring property.
- The heating supply must be properly installed and maintained in safe working condition. Heating must remain on during the season between October 1 through May 1.
- All fuel burning appliances and equipment shall be clear of combustible material.
- All electrical equipment, appliances and wiring must be properly installed and maintained in a safely approved manner.
- Work completed on/in dwelling without obtaining appropriate permits will require permits be obtained and final inspections completed.
- Appliances must be plugged into grounded outlets.
- Anti-Tip brackets must be installed on the rear of stove.
- GFCI outlets required, kitchen sinks, utility sinks, bathrooms, sump pumps, and exterior property.

SMOKE ALARMS AND EXTINGUISHERS

- Each level of a dwelling shall have an approved 10-year sealed battery smoke detector mounted according to manufacturer's directions. In dwellings and units in which hard wired smoke alarms exist the system must remain hardwired.
- An approved 10-year sealed battery smoke alarm must be installed in each bedroom and 1 within 10 feet of every bedroom. Carbon monoxide (CO) must be installed outside each bedroom area within 10'.
- Fire extinguisher required – no smaller than 2A-10BC, mounted with original hardware – within 10' of kitchen – on a way to escape route – not higher than 5' from floor – must be visible, not blocked by furniture or door.

RANGE SAFETY

Your safety and the safety of others are very important.

We have provided many important safety messages in this manual and on your appliance. Always read and obey all safety messages.



This is the safety alert symbol.

This symbol alerts you to potential hazards that can kill or hurt you and others.

All safety messages will follow the safety alert symbol and either the word "DANGER" or "WARNING." These words mean:



You can be killed or seriously injured if you don't immediately follow instructions.



You can be killed or seriously injured if you don't follow instructions.

All safety messages will tell you what the potential hazard is, tell you how to reduce the chance of injury, and tell you what can happen if the instructions are not followed.

▲ WARNING: SAFETY INSTRUCTIONS

- RANGE MUST BE SECURED BY THE ANTI-TIP BRACKET SUPPLIED IN THIS BAG.
- UNLESS PROPERLY INSTALLED, THE RANGE COULD BE TIPPED BY STEPPING OR SITTING ON THE DOOR. INJURY MIGHT RESULT FROM SPILLED HOT LIQUIDS OR FROM THE RANGE ITSELF.
- THIS RANGE HAS BEEN DESIGNED TO MEET ALL RECOGNIZED INDUSTRY TIP STANDARDS FOR ALL NORMAL CONDITIONS.

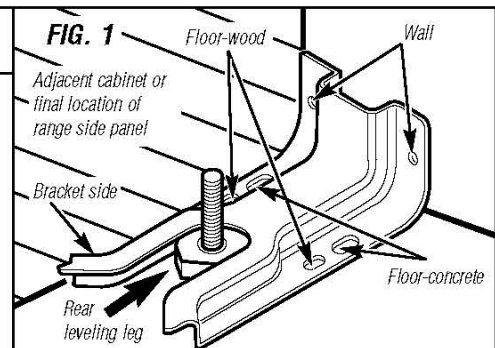
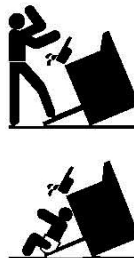
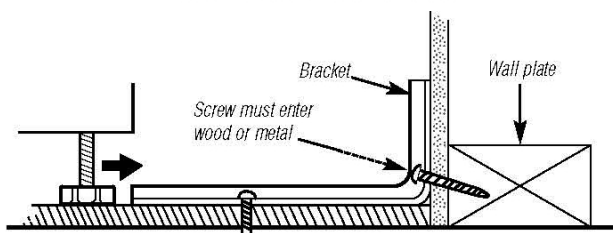


FIG. 2 *Attachment to wall and floor*



Installation instructions are provided for wood and concrete floors or walls. Any other type of construction may require special installation techniques as deemed necessary to provide adequate fastening of the **ANTI-TIP** bracket to the floor and wall.

The use of this bracket does not preclude tipping of the range when not properly installed.

NOTE: The installation of the **ANTI-TIP** bracket must meet all local codes for securing the appliance.

**ANTI TIP BRACKETS ARE
MANDATORY
UPON CHANGE OF OCCUPANCY**