



**TOWNSHIP OF MEDFORD**  
**CONSTRUCTION OFFICE**  
 49 UNION STREET, 2<sup>ND</sup> FLOOR  
 MEDFORD, NJ 08055  
 (609) 654-2608  
 www.medfordtownship.com

**MUNICIPAL ORDINANCE 2015-2 and 2018-24**  
**APPLICATION FOR ONE- AND TWO-FAMILY RESIDENTIAL RENTAL INSPECTION**

Address of Property: \_\_\_\_\_

Block: \_\_\_\_\_ Lot: \_\_\_\_\_ Floor: \_\_\_\_\_ Construction Date: \_\_\_\_\_

Owner: \_\_\_\_\_

Address of Owner: \_\_\_\_\_

City: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

Realtor: \_\_\_\_\_ Agent: \_\_\_\_\_ Lock Box # \_\_\_\_\_

Change of Tenant: \_\_\_\_\_ Tenant's Name: \_\_\_\_\_

**\*\*\*Smoke Detector Inspection required by Fire Department at each Change of Tenant.\*\*\***  
**Fire Department: (609) 953-3291 or www.medfordfire.org**

Smoke Detectors: Yes: \_\_\_\_\_ No: \_\_\_\_\_ (Visible – Not Tested)

Carbon Monoxide Detectors: Yes: \_\_\_\_\_ No: \_\_\_\_\_ (Visible – Not Tested)

Lead Safe Cert: \_\_\_\_\_ (Built prior to 1978 – 3 year)

Well Water Test: \_\_\_\_\_ (Private Well – 5 year)

Wood Burning Fireplace/Stove: \_\_\_\_\_ (Requires receipt of cleaning annually)

**Office Use Only**

Inspection: \_\_\_\_\_ Inspector: \_\_\_\_\_

Re-inspection: \_\_\_\_\_ Inspector: \_\_\_\_\_

Comments: \_\_\_\_\_

**APPROVED FOR RENTAL:** \_\_\_\_\_

Please provide a **SEPARATE CHECK** payable to **Medford Township**, in the amount of **\$200.00**.

**QUESTIONS:** Construction Code Official  
 49 Union Street, 2<sup>nd</sup> Floor  
 Medford, NJ 08055  
 (609) 654-2608 x317

## **THE FOLLOWING IS A CHECK LIST FOR PASSING A RENTAL INSPECTION**

**This is a visual inspection ONLY mainly looking for safety hazards and unsanitary conditions along with any code violations**

- House numbers 4" in height.**
- Electric, gas and water must be turned on at the time of inspection**
- Smoke detectors are required on all levels. Inspections will only verify proper locations and will NOT be tested.**
- Carbon monoxide detector is required outside of all sleeping areas. Inspections will only verify proper locations and will NOT be tested.**
- All wood burning fireplaces or stoves must be cleaned and chimney swept by a chimney sweep company and receipt must accompany application**
- Well test certification must accompany application. ALL certification must be done every 5 years.**
- Lead certification for ALL building built prior to 1978 must be done by certified testing agency of your choice every 3 years.**
- A satisfactory lab report, including mercury, shall be required for ALL private wells. Under Public Law 2001, Chapter 40, C 58:12A-32, at least once every five years the lessor of any real estate shall test that water supply and supply a copy of the results to each rental unit.**

## REQUIREMENTS FOR SMOKE/CARBON MONOXIDE DETECTORS INSPECTION

At the time of change of occupancy by way of lease or rent of a residential dwelling, the smoke detectors shall remain in compliance from the time when the house or building was built and/or any renovations and/or additions were permitted.

### CARBON MONOXIDE DETECTORS

As of February 2003, the New Jersey State Department of Community Affairs, Division of Fire Safety, requires all buildings containing:

1. any natural gas (this includes, but not limited to: gas burning appliance, i.e., stove, heater, water heater, clothes dryer, etc), and/or
2. any fireplace (used or not; including wood burning) and/or,
3. any propane, kerosene or oil, and/or
4. have an attached, enclosed garage

anywhere in the building, to have a carbon monoxide detector. They are to be placed within 10 feet of bedrooms/sleeping area, in a common area. If an electrical outlet is not available in this area, then a battery-powered unit must be installed. If there are bedrooms/sleeping areas located on multiple levels, a carbon monoxide detector is required on each level. A detector must be placed on each floor that has bedrooms/sleeping areas. Please follow manufacturer's directions regarding placement and installation of the particular brand of detector you purchased.

### REPLACEMENT OF SMOKE ALARMS IN ONE- AND TWO-FAMILY DWELLINGS. NFPA 72-13\*

Unless otherwise recommended by the manufacturer's published instructions, single- and multiple-station smoke alarms installed one- and two-family dwellings shall be replaced when they fail to respond to operability tests but shall not remain in service longer than 10 years from the date of manufacture.

Combination smoke/carbon monoxide alarms shall be replaced when the end-of-life signal activates or 10 years from the date of manufacture, whichever comes first.

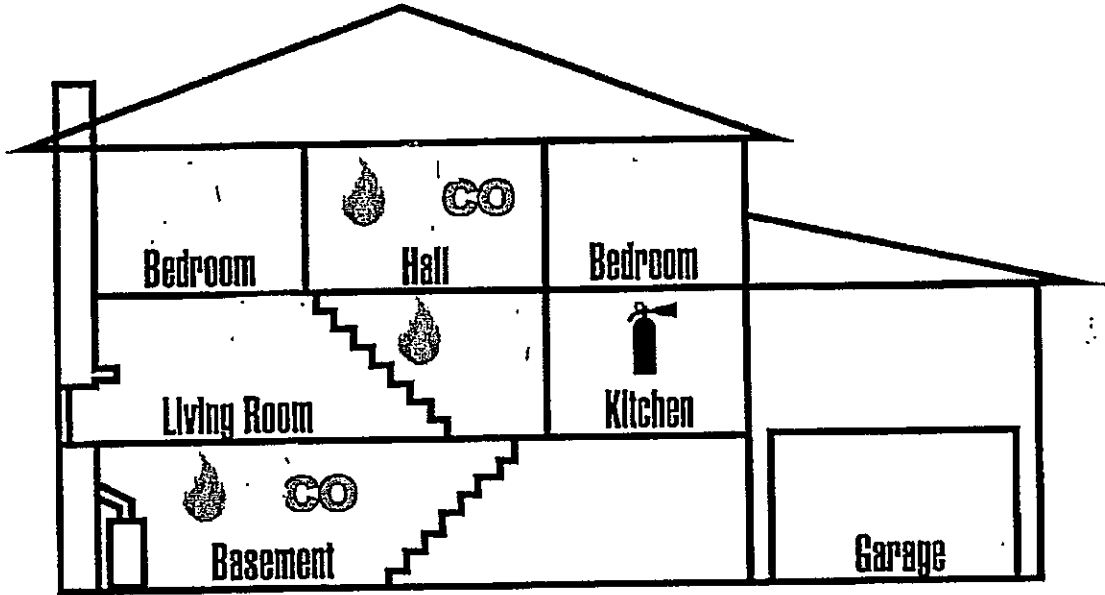
Alarms shall be replaced when either the end-of-life signal is activated or the manufacturer's replacement date is reached. Alarms shall also be replaced when they fail to respond to operability tests.

### WHERE TO LOCATE SMOKE DETECTORS

- (a) Smoke detectors are to be located on every level of a residence and should be located at the base of each staircase on the ceiling before the first step.
- (b) In homes with only one level with only one sleeping area, a smoke detector is to be put in the hallway outside the bedrooms.
- (c) Each sleeping area requires a smoke detector outside each area.
- (d) In multi-level homes, smoke detectors should be locate outside sleeping areas and at every finished level of the home.
- (e) Basement level smoke detectors should be located at the bottom of the basement stairwell.

**DO NOT LOCATE SMOKE DETECTORS IN KITCHENS, BATHROOMS, CRAWLSPACES (where you are physically unable to stand up), FORCED AIR DUCTS, NEAR FURNACES OF ANY TYPE OR IN "DEAD AIR" SPACE (where the ceiling meets the wall).**

\*NFPA – National Fire Prevention Association



 **Smoke Alarm**

 **Fire Extinguisher**

 **Carbon Monoxide Alarm**