

RENTAL C/O GUIDELINES

Someone must be available between the hours of 10-4 Monday-Friday (Except Holidays)

All rentals must be vacant- not occupied by tenant or owner when c/o inspections are performed

Items that need to be submitted with application: Proof of home owners Insurance, copy of invoice showing furnace/boiler was cleaned within the past year &, If applicable well water analysis certificate & Chimney Certificate

Here is a courtesy guideline list including, but not limited to the following items.

Exterior Property:

- Exterior grounds clean of trash, debris, high grass, weeds & leaves. Unregistered/ inoperable vehicles must be removed from the premises.
- Outside of house clean, trim & neat (Not peeling, chipped, or worn) free from holes & breaks.
- Roof, chimney, siding, gutters & downspouts all intact & clean with no missing pieces or obstructions.
- Handrails are required where there are 4 or more risers over 30 inches in height & for all stairs used for egress.
- All outside showers must be clean, sanitary & free from leaks & must have proper drainage.
- All bulkheads & docks should be secured & free from rotted boards.
- Outside sheds must have locks/latches
- Accessory Structures (Sheds, garages, fences & walls must be structurally sound & maintained.

Interior of Property:

- Houses/apartments should be completely cleaned & freshly painted in good repair, structurally sound & sanitary.
- All surfaces including basement, clear of mold and mildew.
- Carpets, tile, & all other floorings should be clean & free from rips or worn areas. If not, replace & secure.
- Closets must have doors, poles, & proper shelves secured. Sliding closet doors must have door guides secured to floor.
- Must be free from infestation of rodents and insects of any kind.

Windows:

- There shall be at least one window in every bedroom & living room.
- Every operable window shall be easily opened & capable of being held in position by window hardware.
- Windows locking devices should be in proper working order. No loose or missing glass, glazing, chipping or peeling paint.
- All operable windows must have screens that are free from tears and holes.
- All basement windows must have tight fitting covers.

Doors:

- All bedrooms and bathrooms must have privacy doors w/ an operable latch & privacy lock.
- Sliding doors shall open & close freely, have working locks, & an operating screen free of tears & holes.
- Doors must open & close freely & latch properly within the frame.

Appliances & Utilities:

- Electric, gas, & water must be turned on (including beach rentals). **If well water, a copy of Ocean County Health Dept. Water Analysis Certificate is required at time of application.**
- All furnished major appliances must be cleaned and operable. (No food is to be left in refrigerator)
- Regardless of season, if you have a heat source, please provide us with a heat certification/invoice from a licensed professional. All fireplaces & furnaces must be inspected/cleaned once per year and a copy of the invoice must be provided with the application.
- All heat outlets must be permanent & secured to wall.
- All electric must be operable & in working order; all switches & outlets must be free of chips & paint.
- Plumbing fixtures shall be in working order; no leaks or mildew in any faucet, under sinks & showers/tubs.
- On all self-installed wood burning stove and fireplaces, you must show proof of inspection approval by Toms River Township Building Department.

Smoke Alarms, Carbon Monoxide detectors, and Fire Extinguisher: Requirements in accordance with NJAC 5:70-4.19 for additional information please see attached handout.

Toms River Township Rental Requirements for Smoke Alarms, Carbon Monoxide Alarms and Portable Fire Extinguishers

Requirements in accordance with NJAC 5:70-4.19

SMOKE ALARMS:

- **Prior to 1984** – you should have a minimum of 10 year sealed battery operated smoke alarms on each level of the home and placed within 10 feet of each sleeping area.
- **NOTE:** If you have done any alteration or addition to your home, you should have upgraded your alarms.
- **1984 – 1990** – Requires interconnected electric (Hard-wired) smoke alarms with battery back-up on each level.
- **1991 – Present** – Interconnected electric (Hard-wired) smoke alarms with battery back-up in each sleeping room, within 10 feet of each sleeping room door (Outside Room), & each level of the residence including basements.
- **NOTE: Working smoke alarms for all years are required to be on every level of the residence including basements. Hardwired smoke alarms shall be maintained in working order, if only battery operated they must be a 10 year sealed battery detector.**

CARBON MONOXIDE ALARMS:

Carbon monoxide alarms shall be installed in all dwelling units, except for those that do not contain a fuel burning appliance or have an attached garage. Carbon monoxide alarms shall be installed and maintained within 10 feet of the sleeping areas.

FIRE EXTINGUISHER:

- A portable fire extinguisher shall be within 10 feet of the kitchen and located in the path of egress.
- The top of the extinguisher shall not be more than 5 feet above the floor.
- The extinguisher shall be readily accessible and not obstructed from view.
- The extinguisher shall have operating instructions and be mounted using the manufacturers hanging bracket.
- **The extinguisher shall be an approved listed and labeled type with a minimum rating of 2A-10B:C and be no more than 10 pounds.**
- The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or a receipt for a recently purchased extinguisher must be provided.

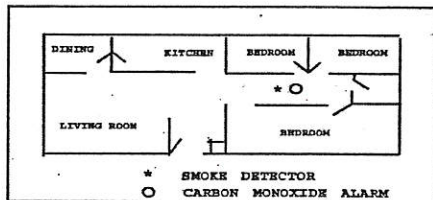


Figure 1

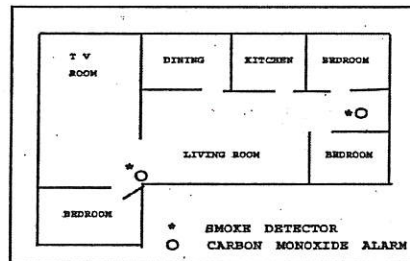


Figure 2

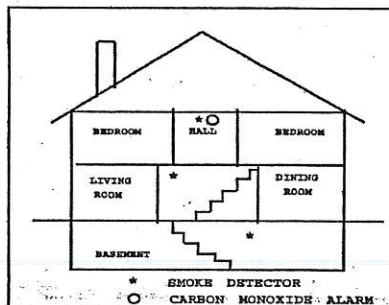


Figure 3

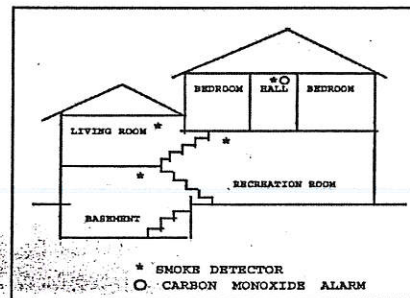


Figure 4

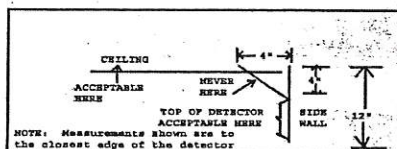


Figure 5