

**DEPARTMENT OF PLANNING, ZONING & CODE ENFORCEMENT**

17 North Main Street • Medford • NJ 08055

• PHONE: 609/654-2608 x312 or x315 • FAX: 609/953-7720

February, 2019

To Whom It May Concern

**RE: Rental Property in Medford Township, New Jersey  
Annual Inspection**

Dear Landlord/Property Owner:

This letter is to advise you of some changes that have been made to rental properties in the Township. You are receiving this letter as a review of our landlord registrations indicate that you are renting out a property within the Township. If you are the new owner of this rental property, you are to provide your tenant with the landlord registration under N.J.A.C. 5:29-1.1 with a copy to the Township wherein the home is located.

First, I refer you to provisions of Medford Township Ordinance 2018-24 amending the Township Administrative Code stating that all rental residential buildings and premises are subject to inspection annually and/or at the time of change of use, ownership or tenancy. The annual fee is \$200.00. For your reference, the link to that Ordinance can be found at: <https://www.ecode360.com/documents/ME0295/public/467844780.pdf>.

Additionally, I have enclosed a checklist that will be used by our Township Construction Code Office when conducting the inspection. The Township Council has approved the terms of the Checklist which has been recommended by the Township Construction Code Official; it contains regulations for what is necessary to pass the annual inspection. The Construction Department will be contacting you to schedule the inspection. Additional helpful information will be available at [www.medfordtownship.com/construction](http://www.medfordtownship.com/construction).

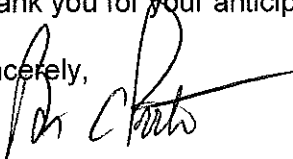
If you are no longer renting out your property, please submit a notarized or certified letter to that effect so that we can remove your name from our list. Should you in the future decide to rent out the property you must re-register as a landlord, have the property inspected and pay the fee.

Failure to register the property as a landlord is a violation under our Planning and Zoning regulations and separate from any Construction violations. The Landlord Identity Form can be found at [http://www.medfordtownship.com/filestorage/283/709/713/landlord\\_regs.pdf](http://www.medfordtownship.com/filestorage/283/709/713/landlord_regs.pdf).

Should you have any questions, please contact either of us at 609-654-2608 (x324 for Zoning or x317 for the Construction Department) or via email to [bportocalis@medfordtownship.com](mailto:bportocalis@medfordtownship.com) or [rfalasco@medfordtownship.com](mailto:rfalasco@medfordtownship.com).

Thank you for your anticipated cooperation with this new rental unit inspection program.

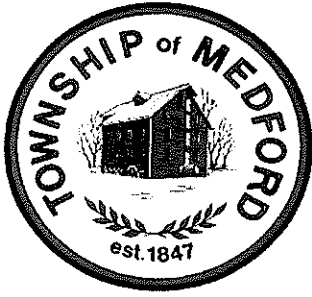
Sincerely,

  
Beth Portocalis  
Zoning Official

  
Richard Falasco  
Construction Code Official

Enc.

Beth/Letters/Initial Letter to Landlords re Inspection 02.14.2019



DEPARTMENT OF PLANNING, ZONING & CODE ENFORCEMENT

DEPARTMENT OF CONSTRUCTION

17 North Main Street • Medford • NJ 08055

• PHONE: 609/654-2608 x312, x315, X317 • FAX: 609/953-7720

MUNICIPAL ORDINANCE 2015-2 and 2018-24

APPLICATION FOR ONE AND TWO FAMILY RESIDENTIAL RENTAL  
CERTIFICATION OF SMOKE DETECTOR AND CARBON MONOXIDE DETECTOR/FIRE  
EXTINGUISHER COMPLIANCE

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

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

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

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

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

Phone: ( ) \_\_\_\_\_ Change of Tenant: \_\_\_\_\_

Smoke Detectors: Yes: \_\_\_ No: \_\_\_ Type: Elec: \_\_\_\_\_ Battery: \_\_\_\_\_ Elec/Batt: \_\_\_\_\_

Carbon Monoxide Detector(s) Yes: \_\_\_\_\_ No: \_\_\_\_\_ Fire Extinguisher: Yes: \_\_\_\_\_ No: \_\_\_\_\_  
(Year Round Rentals)

Realtor: \_\_\_\_\_ Agent: \_\_\_\_\_ Key Pickup? Yes: \_\_\_ No: \_\_\_

Office Use Only

Time: \_\_\_\_\_ Inspection Date: \_\_\_\_\_ Inspector: \_\_\_\_\_

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

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

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

QUESTIONS: *Richard Falasco, Construction Code Official*  
17 N. Main Street  
Medford, New Jersey 08055  
609-654-2608 X340 or 317

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

This inspection is a visual inspection 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 time of inspection.
  - Smoke detectors are required on all levels.
  - Carbon monoxide detector required outside sleeping areas. Exception: All electric and detached garages.
  - All appliances must be installed properly and be in proper working order (stoves, exhaust fans, garbage disposals, etc.)
  - All stairs of four [4] or more risers must have a handrail installed (must meet current code).
  - All landings or porches 30" in height or higher must have a guardrail around entire area.
  - 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.
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Because this is a visual inspection, the following is a guide for the homeowner to check to avoid some code violations. This inspection is not designed to check every outlet, open and close windows, run appliances through their cycles, and turn on heat during summer months.

- All supporting members must be structurally sound (floors, walls, ceilings, roof members, etc.)
- Every window, other than a fixed window, shall be capable of being easily opened and shall be held in position by window hardware (sash cords, etc).
- Excessive peeling paint, cracked or loose plaster, decayed wood shall be repaired and/or replaced and properly painted.
- Basements and crawl spaces shall be reasonably free from water and/or dampness. Sump pumps are acceptable.
- Wood stoves, fireplaces, fireplace inserts, etc. must be installed in accordance with the building code.
- House must be free from insect infestation.
- No extension cord type wiring is permitted.
- All lighting fixtures, outlets and switches must be properly secured.
- All grass and weeds shall be property cut and maintained.
- No miscellaneous debris is permitted to be left on site.
- Sidewalks and driveways must be free of trip hazards.
- No broken, cracked or missing glass.
- Roof must be in sound condition and waterproof, with no excessive deterioration.

- All trim work around doors, windows, etc. must be properly caulked to eliminate moisture penetration.
- Electrical service wire to building must be in sound condition and properly secured to the building.
- All swimming pools must be structurally sound, containing no stagnate water and have an approved cover. No body of water that will create a place for mosquitoes to breed is permitted.
- All pools shall be protected by a ground fault interrupter.
- Bathroom and kitchen floors shall be impervious to water and be in a clean and sanitary condition.
- All bathtubs and showers must be properly caulked and maintained in good repair.
- Heater must be in proper working order, free from defects and wired properly with an emergency shut off switch.
- Hot water heater must be in proper working order. All pressure relief valves must have an extension pipe installed and terminating within six [6] inches of the floor or an approved drain.
- All plumbing fixtures must be properly installed and properly working as designed with no drips and/or leaks.

**IT IS THE HOMEOWNERS' RESPONSIBILITY TO TAKE OUT ALL NECESSARY PERMITS REQUIRED BY LAW.**

This list is subject to change without notice. It is the homeowner's and/or the agent's responsibility to obtain a current copy.

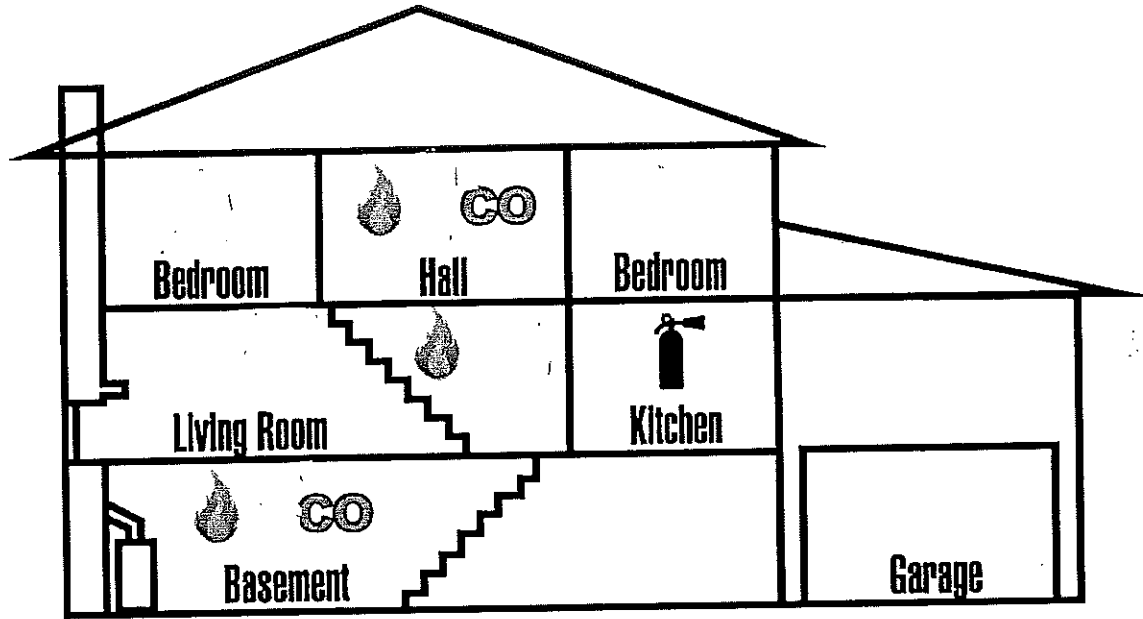
# NOTICE

**N.J.S.A. 52:27D-198.1** Residential structures to have smoke-sensitive alarm devices, portable fire extinguishers. The New Jersey Division of Fire Safety has regulations regarding installation of Fire Extinguishers, at the change of occupancy, in all residential dwelling units which are sold, leased or rented effective November 2005.

**ALL RENTALS OF A SINGLE FAMILY, TWO FAMILY OR TWIN ARE REQUIRED TO HAVE A PORTABLE FIRE EXTINGUISHER PRIOR TO INSPECTION APPROVAL.**

**Portable Fire Extinguisher** – an operable portable device carried and operated by hand, containing an extinguishing agent that can be expelled under pressure for the purpose of suppressing or extinguishing fire, and which is:

1. One fire extinguisher shall be installed upon change of occupancy.
2. Fire extinguisher shall be listed, labeled, charged and operable.
3. The size of the fire extinguisher shall be a minimum of 5 pounds and not greater than 10 pounds and rated as an “ABC” extinguisher for residential use.
4. Fire extinguisher must be installed on the hanger or bracket supplied by the manufacturer.
5. Fire extinguisher must be mounted in the kitchen or visible within 10 feet of the kitchen area.
6. Top of the fire extinguisher must not be higher than five feet from the floor.
7. Fire extinguisher must be visible, and in a readily accessible location, free from obstructions such as furniture, storage or other items. They should NOT be placed in cabinets or closets where they can be blocked.
8. Fire extinguisher must be placed near a room exit or travel path that provides an escape route to the exterior of the home.
9. Fire extinguisher must be accompanied by an owner’s manual or written information regarding the operation, inspection and maintenance of the unit with the operating instructions and labeling clearly visible.
10. New fire extinguishers are not required to be serviced and tagged as long as the seller can provide proof of purchase or receipt.



 **Smoke Alarm**

 **Fire Extinguisher**

 **Carbon Monoxide Alarm**

## **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