



The Borough of Hightstown

Code Enforcement Office

156 Bank Street, Hightstown, NJ 08520

(609) 490-5100 Ext. 617

Website: Hightstownborough.com

Annual Rental Registration Inspection Checklist

PROPERTY LOCATION: _____ INSPECTION DATE: _____

RENTAL RE-INSPECTION: Multiple Inspections with Violation(s) \$50.00 cash/check # _____

TENANT CHANGE/\$35.00 per unit Amount: _____ cash/check # _____

TENANT'S NAME: _____

TO BE COMPLETED BY THE HOUSING INSPECTOR

Smoke detectors on each level and outside each bedroom, attic and basement.	Interior and exterior stairways are structurally sound with proper handrails.
Carbon monoxide detectors outside bedrooms	Screens on all windows must be in good condition.
ABC type fire extinguisher mounted within 10' of kitchen.	Doors and windows stay open and close properly.
No garbage disposal.	No broken or cracked glass in any windows or doors.
Hot water temperature is below 120°	Keyed locks on any interior doors are prohibited.
Hot and cold running water to all fixtures.	Sump pump discharged per Borough Ordinance
GFCI where required and operating properly.	Exits should not be blocked with any items.
Plumbing fixtures should operate and drain properly; and be sanitary and safe.	Rental unit is free of rodent, vermin and insect infestation.
Cover plates on all switches and outlets.	Walls, ceilings and floors are in good condition.
Dryer vent connector must be metal.	Unit is clean.

____ Porches, balconies and steps have adequate railings.
____ Sidewalks and curbs are in good condition.

____ Accessory buildings/units on property.
____ Overall condition of exterior is good.

COMMENTS: _____

NUMBER OF BEDROOMS: _____

MAXIMUM # OF OCCUPANTS: _____

INSPECTION RESULTS: APPROVED: YES ____/DATE____ NO ____/DATE____

SEE ITEMS LISTED ABOVE.

The landlord has two weeks from the inspection date to comply with the above items and you **MUST** call to schedule your re-inspection. If not, there will be a re-inspection fee of \$50 per unit. The Certificate of Occupancy will be issued once the inspection(s) are complete.

PRINT NAME – LANDLORD

Landlord's Signature

Dave Bell, Housing Inspector