



Borough of Hightstown Housing Office

156 Bank Street, Hightstown, NJ 08520

(609) 490-5100 Ext 407

DBell@HightstownBorough.com

RENTAL REGISTRATION INSPECTION CHECKLIST

PROPERTY LOCATION: _____ **INSPECTION DATE:** _____

TENANT NAME: _____ **TENANT CHANGE:** \$75/Unit

RE-INSPECTION: Multiple Inspections with Violation(s) \$75/subsequent inspection

*******TO BE COMPLETED BY THE HOUSING INSPECTOR*******

Smoke detectors on each level and outside each bedroom, attic & basement.	Interior & 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	No broken or cracked glass in any windows or doors.
No garbage disposal.	Doors & windows stay open and close properly.
Hot water temperature is below 120°	Keyed locks on any interior doors are prohibited.
Hot & cold running water to all fixtures.	Sump pump discharged per Borough Ordinance.
GFCI where required & operating properly.	Exits should not be blocked with any items.
Plumbing fixtures should operate & drain properly; be sanitary & safe.	Rental unit is free of rodent, vermin and insect infestation.
Cover plates on all switches & outlets.	Walls, ceilings & floors are in good condition.
Dryer vent connector must be metal.	Unit is clean.
Porches, balconies & steps have adequate railings.	Accessory buildings/units on property.
Sidewalks & curbs are in good condition.	Overall condition of exterior is good.

COMMENTS: _____

NUMBER OF BEDROOMS: _____ **MAXIMUM # OF OCCUPANTS:** _____

INSPECTION RESULTS (SEE ITEMS LISTED ABOVE): APPROVED? YES NO Date _____

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 \$75 per unit. The Certificate of Compliance will be issued once the inspection(s) are complete.

LANDLORD [Print Name]

Landlord's Signature

Dave Bell, Housing Inspector