TOWNSHIP OF FLORENCE

711 BROAD STREET • FLORENCE, NEW JERSEY 08518-2323

PHONE: (609) 499-2525 • WWW.FLORENCE-NJ.GOV

STEPS FOR SUMITTING HOUSING APPLICATION FOR A RENTAL DURING COVID-19

1. Fill out the first page of the Housing Inspection Form - Rental
2. $120 fee payable to Township of Florence
3. Submit paperwork and fee to Florence Township either by mail or place in drop box located on the right wall inside of the front municipal building doors
4. Once paperwork and fee is received, Florence Township will call you to schedule your inspection. Average scheduling is 2-4 weeks out.

Please note that in order to protect the township staff and the public from the spread of the Coronavirus, Florence Township has ceased all *in person* housing inspections as of March 23, 2020. However, we are conducting *video call* inspections. Refer to application packet for additional information on the items being inspected. The items we are checking are:

- Smoke detectors
- Fire extinguisher
- Carbon monoxide detectors
- Anti-tilt device
- Tenant Registration form
- Landlord Registration form and copy of lease
- Heater certification form (if applicable)
- Level II Chimney Certification (if applicable)
- Covid-19 agreement letter - to be signed by the Landlord and Tenant agreeing to schedule a full inspection with the Township within 30 days after Executive Order No. 103 is terminated. Housing inspector will send you the letter after the inspection.

Any questions, please call 609-499-2130 during our regular business hours, Monday-Friday 9am-12:30pm, 1:30pm-4:30pm.

Thank you.
Florence Township Housing Department

Florence Township Housing Inspection Rental Application

711 Broad Street
Florence, NJ 08518
(609)499-2130
(609)499-3262 fax

APPLICATION # _____

Proposed Occupancy Date_____

ADDRESS OF PROPERTY for Rental:

_____

_____Block_____ Lot_____ No. of Units_____

LANDLORD INFORMATION:

Name (Mr./Mrs./Ms.) _____

Mailing Address _____

Phone Number _____ Email_____

TENANT INFORMATION:

Name (Mr./Mrs./Ms.) _____

Previous Address _____

Phone Number _____ Email_____

REALTOR/AGENT: Name/Firm _____

Phone # / Email _____

BELOW FOR OFFICE USE ONLY

Inspection Date _____ Time _____ Inspection Fee _____ Col.By _____

Date Paid _____ Method Of Payment _____

Notes for Inspector _____

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FLORENCE TOWNSHIP HOUSING INSPECTION OFFICE

PROCEDURE FOR RENTAL APPLICATION & FEES

The Florence Township Housing Inspection Application Packet is available at the Construction/Housing Office located in the Florence Township Municipal Complex, 711 Broad Street, Florence, New Jersey. The fee for the initial inspection is one-hundred-twenty dollars ($120.00) to cover the cost of initial inspection requirements. The initial fee includes one (1) re-inspection where required. Where additional inspections are required to ensure compliance, an additional charge of thirty-five dollars ($35.00) for the second re-inspection; fifty dollars ($50.00) for the third re-inspection and one hundred dollars ($100.00) for the fourth and any subsequent re-inspection. Administrative fee for amending a Continued Certificate of Occupancy is twenty dollars ($20.00). When the Housing Inspection Application Form is filled out and submitted with the initial inspection fee, the inspection will be scheduled by appointment only. Please note that the initial payment is due when the inspection is scheduled by the staff of the Construction Code Office. Any questions, please call 609-499-2130.

TOWNSHIP OF FLORENCE

IMPORTANT HOUSING INSPECTION INFORMATION FOR

LANDLORD – TENANT

In the course of conducting its housing inspection program, the Township of Florence does not represent the interests of any Landlord or Tenant, nor does the Township of Florence place one party's interests above that of another.

The housing inspection conducted by Florence Township is the basis for the issuance of a Continued Certificate of Occupancy as required by Chapter 116, Florence Township Code. Its use is for that intended by the Township of Florence ONLY and not for any other purpose. It is not intended to be equal in scope to that of a housing inspection conducted by a private firm, nor is it intended to be used as a substitute for a private housing inspection.

The information recorded on the Housing Inspection report is that as seen by the Housing Inspector at the time of the inspection. It is not a fail-safe inspection and many factors influence the scope and quality of the inspection. Time constraints, accessibility to areas, furniture or storage restrictions, distractions, concealment, subject expertise, weather, all effect the housing inspection. It is not a perfect inspection and at times some things are missed or sometimes mistakenly not written on the report. An item missed does not exempt it from being cited for required repair at a subsequent inspection. A CCO is issued when the Housing Inspector determines that the property's overall condition, at that particular time, is such that the interests of Florence Township have been met and CCO issue is warranted. It does not mean that the property is free of defects or has no unsatisfactory conditions.

It is emphasized that the report of Inspection is as of the day of the housing inspection and that the property continues to be occupied or accessed by others until its change of occupancy. Just prior to change of ownership or occupancy, the incoming party should conduct a walk-through inspection.

PLEASE NOTE: ***It is important that this information be known by all parties to a lease prior to the time of housing inspection. A copy of this statement is intended for the landlord and a copy should be given to the tenant. The person completing the application for housing inspection is responsible for its delivery to each.***

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FLORENCE TOWNSHIP HOUSING INSPECTION GUIDELINES

1. **SMOKE DETECTORS** – Required on all house levels (habitable attic, second floor, first floor, basement, etc.) and outside of each sleeping area. The alarms are not required to be interconnected. All detectors must operate by battery or house current and must be replaced after 10 years due to changes in the State Fire Codes and NFPA 72, National Fire Protection Association standards. Ten-year sealed battery powered single station smoke alarms shall be installed and shall be listed in accordance with ANSI/UL 217. However, A/C powered or multiple-station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery-powered smoke alarms.

2. **CARBON MONOXIDE DETECTORS** – Required in all buildings that contain fuel burning appliances or that have an attached garage. They must be listed in accordance with UL-2034. At least one detector must be installed in the immediate vicinity of the bedrooms per NFPA-720, alarms may be battery operated. Reference: NJAC 5:70-2.3

3. **FIRE EXTINGUISHER** – Minimum size of 2A:10B;C (see additional information in housing application packet).

4. **ELECTRICAL** – 100 amp minimum service (60 amp service for Florence Tollgate Units). All Outlets must be correctly wired and grounded, not loose, and have cover plates that are tightly fixed with no gaps. All switches and junction boxes must have cover plates. Light fixtures and fans must be intact and operate properly. Circuit breaker panel box must have door and have no missing breaker banks and have no holes or openings around it. Ground fault interrupter (GFI) outlets are required in bathrooms. Loose wires should be fastened. At least two outlets (or one outlet and a light fixture) in each bedroom and living area and on separate walls.

5. **PLUMBING** – Faucets, spigots, taps and drains must not leak. Sink and tub stopper mechanism must hold water. Sink drains must be standard J-Bend type (no flexible plastic). No leaking pipes or shut off valves, etc. Plumbing repairs must not be temporary (taped, gooped, etc.). No broken or significantly chipped porcelain fixtures. Tub and shower caulking must be intact and have no gaps. Ceramics must be intact and have no missing tiles. Protection of the Potable Water Supply in accordance with the current adopted codes and standards with amendments (ie. Backflow Prevention Devices installed for irrigation, boilers, cross connections). Water Heater must have a pressure relief valve discharge pipe (same diameter) reaching six inches above floor. Hot water temperature at the kitchen sink must be between 120-140 degrees Fahrenheit. Water Meter must be installed (see attached form regarding water meter requirements).

FLORENCE TOWNSHIP HOUSING INSPECTION GUIDELINES

6. **SUMP PUMPS** – Must operate correctly and have proper drain. Opening must be safely covered.

7. **FLOORS** – Wood must be even and smooth, free of splintering. Carpets and vinyls must be smooth, free of holes, snags and tripping hazards. Soiled carpeting in rental units must be cleaned or repaired. Concrete floors must be smooth, free of holes, significant cracks and tripping hazards.

8. **WALLS AND CEILINGS** – Surface must be smooth, free of holes, broken plaster or significant cracks. Gaps and open areas must be covered, no loose wallpaper or chipped paint. No broken, loose, sagging or missing tiles. Re-papering, re-painting or touch up required for repaired areas.

9. **KITCHEN** – Stove burners, oven and broiler must operate. Consumer Product Safety Commission (CPSC) requires gas and electric ranges to have an anti-tilt bracket installed. Wall oven must operate. Stove hardware and knobs must be intact and serviceable. Cabinet drawers and doors must be in place, aligned and have openers and knobs.

10. **WINDOWS** – Must open easily and remain open. No broken chains, ropes or cords. Top sash must remain in place when unlocked. All windows must be able to be locked. All windows must have screens. Screens must not have rips, tears or holes. No broken, cracked or missing glass or storm window components. Trim must be in place and not have significant damage, chipped or flaking paint. Inside sill area and window channels do not require scraping and re-painting. Panes must be adequately puttied or caulked and must be scraped of excessive over painting.

11. **DOORS** – All exterior and interior doors and door jams must have operating hardware to keep doors securely closed. Exterior doors must lock. Bathroom doors must lock. Doors, door jams and trim must be in place and not have significant damage, chipped or flaking paint. Doorstops must be in place for all door opening into walls. Garage doors and automatic openers must open and operate properly and safely.

12. **CLOSETS** – Must have shelf and hanging rod.

13. **HANDRAILS** – Required for steps and stairways and must be tightly fastened and graspable (approximately 2 3/8 inches wide and rounded).

14. **STEPS** – Must not be broken, weak or of uneven rise. Must be free of tripping hazards.

15. **ROOF** – If there are any interior visual evidence of active leaks, then a roofing certification from a licensed roofing contractor will be required. Overhangs must not need re-painting.

17. **PORCHES AND DECKS** – Railings required if 30 inches or more above ground. No more than 4 inch opening in spacing of balusters or spindles. No holes or milling boards or bricks.

FLORENCE TOWNSHIP HOUSING INSPECTION GUIDELINES

18. **FENCES AND GATES** – Must be in secure condition with no missing boards or torn fabric and in good repair.

19. **SIDEWALKS, DRIVEWAYS AND PATIOS** – Must not be crumbled, significantly cracked, sunken or raised to create a tripping hazard.

20. **EXTERIOR** – Siding and foundation must be in sound condition. Flaking, blistered, cracked or loose paint requires re-painting. Gutters and downspouts must be securely affixed. Downspouts need to be in place and complete. Shutters and awnings properly affixed, secure and in good repair.

21. **STRUCTURE** – If there is a visible structural deficiency, then it must be properly addressed prior to release of CCO.

22. **YARD** – Grass must be mowed. Any junk, trash and debris must be removed. All significant overgrowth must be removed.

23. **HEATER CERTIFICATION** – Heater certification is required to be done by a licensed contractor and must be on the specified form (included in housing application packet). The original Heating System Certification form must be submitted. Fax or copies will not be accepted. Florence Tollgate Condominiums (only) do not require heater certification. Inactive oil fill pipes and inactive above ground or in-basement fuel tanks are to be removed. Note: Boiler systems shall be certified by a licensed Master Plumber or licensed HVACR Contractor. Hot Air Furnace System shall be certified by a licensed HVACR Contractor. The certifications shall be signed and shall bear a raised professional seal.

24. **CHIMNEY CERTIFICATION** – Required for solid fuel stove or wood burning fireplaces. Certification to be performed by a qualified chimney sweep company.

25. **WORK DONE WITHOUT PERMITS** – If any work has been performed without permits (when necessary), you will be required to obtain the proper permits and have all inspections completed before a CCO will be issued; as per State requirement.

26. **OTHER** – Conditions that may warrant correction at time of inspection.

PREPARATION FOR INSPECTION

A. Electrical outlets must be accessible to be tested. Please move furniture to provide a clear pathway.

B. Windows must be accessible to be opened. Please move furniture and clear sills.

C. Light Bulbs must not be blown out or missing from fixtures. A light fixture that does not switch on will not pass inspection.

TOWNSHIP OF FLORENCE

TENANT OCCUPANCY REGISTRATION FORM FOR RENTAL PROPERTY
(Property Maintenance Code 116-15.)

MUST BE COMPLETED BY PROPERTY OWNER OR AUTHORIZED AGENT

Please complete ALL the following information (Return both copies):

NAME OF OWNER: _____

ADDRESS OF OWNER: _____

_____

TELEPHONE NUMBER OF OWNER: _____

ADDRESS OF RESIDENTIAL "RENTAL" UNIT: _____

TELEPHONE NUMBER OF TENANT: _____

TERM OF EXISTING OR ANTICIPATED LEASE: _____

NAME OF OCCUPANT(S)	*AGE*	*RELATIONSHIP OF OCCUPANT(S)*

Owner/Agent Signature _____ *Date* _____

BELOW FOR OFFICE USE ONLY

Occupant Load Per CCO _____ Sq. Ft. Living Space _____

HEATING SYSTEM CERTIFICATION

Contractor's Name _____

Address _____

This is to certify that a qualified technician employed by this firm has carefully inspected the heating system of the dwelling located at:

Property Address: _____

☐ Tested existing heating unit under operating conditions for worn, defective and missing parts, including all lines, ducts, thermostats, fuel tank, convectors, radiators, valves, grilles, gauges, registers, fittings, dampers, and flue. Checked flue for gas leaks (carbon monoxide and sulfur dioxide). Flue meets code and clearance requirements for this type of heating unit.

☐ The system is properly installed and is in good and safe operating condition, and with normal maintenance it is reasonably expected to continue to do so. The system is capable of providing at least 68-degrees inside temperature when outside is at zero degrees.

ALL SYSTEMS SHALL BE LEFT PROTECTED AGAINST FREEZING IF THE HEATING SYSTEM WILL BE DE-ACTIVATED UPON CONCLUSION OF THE TESTS.

☐ Check here if the above system was not in good and safe operating condition at the time of the inspection and itemize below all parts and/or replacements, which were necessary to put it in good and safe operating condition, including any repairs of the system.

ITEMS

_____

_____

_____

_____

_____

I further certify that I have no interest, present or prospective, in the property, buyer, seller, broker, mortgagee or other party involved in the transaction. I further verify that I am authorized to execute this certification on behalf of the company listed below.

Company: _____ Date: _____

Signature: _____

Title and License No. _____

MUST SUBMIT THIS ORIGINAL HEATER CERTIFICATION WITH RAISED PRESSURE SEAL

TOWNSHIP OF FLORENCE

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FIRE EXTINGUISHER REQUIREMENT FOR CHANGE OF OCCUPANCY

The New Jersey Legislature amended the enacted P.L. 1991,c.92 (C.52:27D-1981) requiring that all one and two family dwellings at a change of occupancy be provided with at least one portable fire extinguisher, in addition to the requirements for smoke and carbon monoxide detectors. This provision does not apply to **seasonal rental units**. This act was signed into law on April 14, 2005 with an effective date of November 1, 2005.

The Division of Fire Safety is advising all local enforcing agencies to enforce the regulations; using the guidelines below.

The requirements for the type and the placement of the extinguishers are as follows:

1. At least one portable fire extinguisher shall be installed in all one-and two-family dwellings (except **seasonal rental units**) upon change of occupancy.
2. The extinguisher shall be listed, labeled, charged and operable;
3. The size shall be no smaller than 2A:10B;C, and rated for residential use and weigh no more than 10lbs; (the rating should be located on the UL portion of the extinguisher label);
4. The hangers or brackets supplied by the manufacturer must be used;
5. The extinguisher must be located within 10 feet of the kitchen;
6. The top of the extinguisher must not be more than 5 feet above the floor;
7. The extinguisher must be visible and in a readily accessible location, free from being blocked by furniture, storage, or other items;
8. The extinguisher must be near a room exit or travel path that provides an escape route to the exterior;
9. The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or must have a receipt for a recently purchased extinguisher;
10. The extinguisher must be accompanied by an owner's manual or written information regarding the operation, inspection, and maintenance of the extinguisher; and
11. Lastly, the extinguisher must be installed with the operating instructions clearly visible.

NOTE: DO NOT REMOVE PLASTIC TAMPER SEAL ON PIN

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HOUSING INSPECTIONS
WATER METER REPLACEMENT REQUIREMENT

Whenever Florence Township does a housing inspection for a rental unit in the community, the property owner is required to contact the Water and Sewer Department and schedule a date for the installation of a new radio remote water meter. The new water meters can be read electronically by the Water Department without the need to enter the home. This is a much more convenient municipal service for the resident and property owner.

Florence Township will pay the cost for the new radio remote water meter. If plumbing work has to be done in order to accommodate the new meter, then this work has to be done by the property owner. In most cases, the township can install a new radio remote water meter without the need for plumbing work.

The new water meter has to be installed in the residence before the Construction Code Office issues its Continued Certificate of Occupancy (CCO). Therefore, please call the Water Department as soon as possible and schedule a date and time for the water meter installation.

To contact the Water Department to schedule an appointment, please call (609) 499-2518 between the hours of 7:00 A.M to 3:30 P.M., Monday through Friday.

If there are any questions, please feel free to speak to the Water and Sewer Director, David Lebak, or myself.

Thank you for your cooperation.

Michael Perna
Code Enforcement Officer

United States
Environmental Protection
Agency

Prevention, Pesticides,
and Toxic Substances
(7404)

EPA-747-F-96-002
March 1996
(Revised 12/96)

EPA
HUD

FACT SHEET

EPA and HUD Move to Protect Children from Lead-Based Paint Poisoning; Disclosure of Lead-Based Paint Hazards in Housing

SUMMARY

The Environmental Protection Agency (EPA) and the Department of Housing and Urban Development (HUD) are announcing efforts to ensure that the public receives the information necessary to prevent lead poisoning in homes that may contain lead-based paint hazards. Beginning this fall, most home buyers and renters will receive known information on lead-based paint and lead-based paint hazards during sales and rentals of housing built before 1978. Buyers and renters will receive specific information on lead-based paint in the housing as well as a Federal pamphlet with practical, low-cost tips on identifying and controlling lead-based paint hazards. Sellers, landlords, and their agents will be responsible for providing this information to the buyer or renter before sale or lease.

LEAD-BASED PAINT IN HOUSING

Approximately three-quarters of the nation's housing stock built before 1978 (approximately 64 million dwellings) contains some lead-based paint. When properly maintained and managed, this paint poses little risk. However, 1.7 million children have blood-lead levels above safe limits, mostly due to exposure to lead-based paint hazards.

EFFECTS OF LEAD POISONING

Lead poisoning can cause permanent damage to the brain and many other organs and causes reduced intelligence and behavioral problems. Lead can also cause abnormal fetal development in pregnant women.

BACKGROUND

To protect families from exposure to lead from paint, dust, and soil, Congress passed the Residential Lead-Based Paint Hazard Reduction Act of 1992, also known as Title X. Section 1018 of this law directed HUD and EPA to require the disclosure of known information on lead-based paint and lead-based paint hazards before the sale or lease of most housing built before 1978.

WHAT IS REQUIRED

Before ratification of a contract for housing sale or lease:

- Sellers and landlords must disclose known lead-based paint and lead-based paint hazards and provide available reports to buyers or renters.

- Sellers and landlords must give buyers and renters the pamphlet, developed by EPA, HUD, and the Consumer Product Safety Commission (CPSC), titled *Protect Your Family from Lead in Your Home*.

- Home buyers will get a 10-day period to conduct a lead-based paint inspection or risk assessment at their own expense. The rule gives the two parties flexibility to negotiate key terms of the evaluation.

- Sales contracts and leasing agreements must include certain notification and disclosure language.

- Sellers, lessors, and real estate agents share responsibility for ensuring compliance.

WHAT IS NOT REQUIRED

- This rule does not require any testing or removal of lead-based paint by sellers or landlords.
- This rule does not invalidate leasing and sales contracts.

TYPE OF HOUSING COVERED

Most private housing, public housing, Federally owned housing, and housing receiving Federal assistance are affected by this rule.

TYPE OF HOUSING NOT COVERED

- Housing built after 1977 (Congress chose not to cover post-1977 housing because the CPSC banned the use of lead-based paint for residential use in 1978).
- Zero-bedroom units, such as efficiencies, lofts, and dormitories.
- Leases for less than 100 days, such as vacation houses or short-term rentals.
- Housing for the elderly (unless children live there).
- Housing for the handicapped (unless children live there).
- Rental housing that has been inspected by a certified inspector and found to be free of lead-based paint.
- Foreclosure sales.

EFFECTIVE DATES

- For owners of more than 4 dwelling units, the effective date is September 6, 1996.
- For owners of 4 or fewer dwelling units, the effective date is December 6, 1996.

THOSE AFFECTED

The rule will help inform about 9 million renters and 3 million home buyers each year. The estimated cost associated with learning about the requirements, obtaining the pamphlet and other materials, and conducting disclosure activities is about $6 per transaction.

EFFECT ON STATES AND LOCAL GOVERNMENTS

This rule should not impose additional burdens on states since it is a Federally administered and enforced requirement. Some state laws and regulations require the disclosure of lead hazards in housing. The Federal regulations will act as a complement to existing state requirements.

FOR MORE INFORMATION

- For a copy of *Protect Your Family from Lead in Your Home* (in English or Spanish), the sample disclosure forms, or the rule, call the National Lead Information Clearinghouse (NLIC) at (800) 424–LEAD, or TDD (800) 526–5456 for the hearing impaired. You may also send your request by fax to (202) 659–1192 or by Internet E-mail to ehc@cais.com. Visit the NLIC on the Internet at http://www.nsc.org/nsc/ehc/ehc.html.
- Bulk copies of the pamphlet are available from the Government Printing Office (GPO) at (202) 512–1800. Refer to the complete title or GPO stock number 055–000–00507–9. The price is $26.00 for a pack of 50 copies. Alternatively, persons may reproduce the pamphlet, for use or distribution, if the text and graphics are reproduced in full. Camera-ready copies of the pamphlet are available from the National Lead Information Clearinghouse.
- For specific questions about lead-based paint and lead-based paint hazards, call the National Lead Information Clearinghouse at (800) 424–LEAD, or TDD (800) 526–5456 for the hearing impaired.
- The EPA pamphlet and rule are available electronically and may be accessed through the Internet.

Electronic Access:

Gopher: gopher.epa.gov:70/11/Offices/PestPreventToxic/Toxic/lead_pm
WWW: http://www.epa.gov/opptintr/lead/index.html
http://www.hud.gov
Dial up: (919) 558–0335
FTP: ftp.epa.gov (*To login, type "anonymous." Your password is your Internet E-mail address.*)

Disclosure of Information on Lead-Based Paint and/or Lead-Based Paint Hazards

Lead Warning Statement

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, lessors must disclose the presence of known lead-based paint and/or lead-based paint hazards in the dwelling. Lessees must also receive a federally approved pamphlet on lead poisoning prevention.

Lessor's Disclosure

(a) Presence of lead-based paint and/or lead-based paint hazards (check (i) or (ii) below):

(i) _____ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

_____

_____

(ii) _____ Lessor has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the lessor (check (i) or (ii) below):

(i) _____ Lessor has provided the lessee with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

_____

_____

(ii) _____ Lessor has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Lessee's Acknowledgment (initial)

(c) _____ Lessee has received copies of all information listed above.

(d) _____ Lessee has received the pamphlet *Protect Your Family from Lead in Your Home.*

Agent's Acknowledgment (initial)

(e) _____ Agent has informed the lessor of the lessor's obligations under 42 U.S.C. 4852d and is aware of his/her responsibility to ensure compliance.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information they have provided is true and accurate.

Lessor	Date	Lessor	Date
Lessee	Date	Lessee	Date
Agent	Date	Agent	Date