

CITY OF BURLINGTON
CODE ENFORCEMENT
525 HIGH STREET
BURLINGTON, NJ 08016
609-386-0200 ext. 142 or 132
inspections@burlingtonnj.us

NEW TENANT PROPERTY SURVEY FORM



TO THE PROSPECTIVE TENANT: AS PART OF THE MINIMAL HOUSING CODE STANDARDS AND HOUSING CODE INSPECTION PROCESS YOU ARE REQUIRED TO CONDUCT A PRELIMINARY WALK THROUGH OF THE PROPERTY PRIOR TO ANY OCCUPANCY.

THIS IS FOR THE PROTECTION OF BOTH THE OCCUPANTS AND THE LANDLORD, TO ELIMINATE THE POTENTIAL FOR FUTURE DISPUTES. **THIS IS NOT A SUBSTITUTE FOR A CO INSPECTION WHICH WILL BE CONDUCTED ONLY BY THE CITY OF BURLINGTON HOUSING CODE OFFICIAL.** YOU MAY NOT STORE ANY PERSONAL BELONGING OR OCCUPY THE UNIT UNTIL A CERTIFICATE OF INSPECTION IS ISSUED.

THE LIST BELOW ARE THINGS TO LOOK FOR AND ASK ABOUT DURING A WALK-THROUGH:

- WHO IS RESPONSIBLE FOR: LANDSCAPING/SNOW REMOVAL; LANDLORD TENANT
- DO YOU HAVE SUFFICIENT HOT WATER?
- DO YOU HAVE SUFFICIENT HEAT (OCT 1 THRU MAY 1); WHEN WAS FILTER LAST CHANGED?
- DO THE TOILETS FLUSH PROPERLY?
- DO SINKS/TUBS/SHOWERS DRAIN PROPERLY?
- IS THE INTERIOR CLEAN?
- ARE TRASH AND RECYCLING CANS PROVIDED?
- VISIBLE WATER DAMAGE (WALLS, CEILINGS, UNDER CABINETS); VISIBLE MOLD?
- INSTALLED LIGHT FIXTURES WORKING?
- APPLIANCES WORKING?
- DOORS AND WINDOWS FUNCTIONAL?
- DO ALL WINDOWS HAVE SCREENS IN PLACE?
- FLOORS/CARPETS, WALLS, AND CEILINGS SATISFACTORY?

REQUIREMENTS:

- THE TENANT IS FULLY RESPONSIBLE TO KEEP AND MAINTAIN THE INTERIOR OF ALL RENTAL UNITS IN A CLEAN AND SANITARY CONDITION- **CITY ORDINANCE: 195-20.F**
- DURING YOUR OCCUPANCY AS A TENANT, YOU ARE REQUIRED TO NOTIFY THE OWNER/ AGENT OF ANY NEEDED REPAIRS DUE TO WEAR AND TEAR OR DAMAGE.
- THE OWNER/AGENT MUST BE GIVEN REASONABLE TIME TO CORRECT THE NEEDED REPAIRS, (EXCEPTIONS: FLOODING, SEWER BACK-UP, SMELL OF GAS, ELECTRICAL OR FIRE HAZARDS)
- NO UNAUTHORIZED PERSON OR PERSONS ARE ALLOWED TO OCCUPY THE DWELLING EXCEPT THOSE WHOSE NAMES ARE ON THE CERTIFICATION OF OCCUPANCY (CO) “ **CITY ORDINANCE 195-39.B**

BY SIGNING THIS DOCUMENT, YOU AGREE THAT THE RENTAL UNIT IS IN SATISFACTORY CONDITION AND THAT YOU AGREE TO THE REQUIREMENTS STATED. FALSIFICATION SHALL RESULT IN NON-OCCUPANCY OF THE UNIT, AND MUNICIPAL COURT HEARINGS WITH PENALTIES BEING ISSUED.

NEW TENANT SIGN* _____

OWNER/AGENTSIGN* _____

ADDRESS OF RENTAL: _____ Unit: _____