

RENTAL C/O GUIDELINES

Someone must be available between the hours of 10-4 Monday-Friday (Except Holidays)
All rentals must be vacant- not occupied by tenant or owner when c/o inspections are performed
Proof of Insurance must be submitted with the application
Copy of invoice showing furnace was cleaned once a year submitted with application.

Exterior Property:

- Exterior grounds clean of trash, debris, high grass, weeds & leaves. Unregistered/ inoperable vehicles must be removed from the premises.
- Outside of house clean, trim & neat (Not peeling, chipped, or worn) free from holes & breaks.
- Roof, chimney, siding, gutters & downspouts all intact & clean with no missing pieces or obstructions.
- Handrails are required where there are 4 or more risers over 30 inches in height & for all stairs used for egress.
- All outside showers must be clean, sanitary & free from leaks & must have proper drainage.
- All bulkheads & docks should be secured & free from rotted boards.
- Outside sheds must have locks/latches
- Accessory Structures (Sheds, garages, fences & walls must be structurally sound & maintained.

Interior of Property:

- Houses/apartments should be completely cleaned & freshly painted in good repair, structurally sound & sanitary.
- All surfaces including basement, clear of mold and mildew.
- Carpets, tile, & all other floorings should be clean & free from rips or worn areas. If not, replace & secure.
- Closets must have doors, poles, & proper shelves secured. Sliding closet doors must have door guides secured to floor.
- Must be free from infestation of rodents and insects of any kind.

Windows:

- There shall be at least one window in every bedroom & living room.
- Every operable window shall be easily opened & capable of being held in position by window hardware.
- Windows locking devices should be in proper working order. No loose or missing glass, glazing, chipping or peeling paint.
- All operable windows must have screens that are free from tears and holes.
- All basement windows must have tight fitting covers.

Doors:

- All bedrooms and bathrooms must have privacy doors w/ an operable latch & privacy lock.
- Sliding doors shall open & close freely, have working locks, & an operating screen free of tears & holes.
- Doors must open & close freely & latch properly within the frame.

Appliances & Utilities:

- Electric, gas, & water must be turned on (including beach rentals). **If well water, a copy of Ocean County Health Dept. Water Analysis Certificate is required at time of application.**
- All furnished major appliances must be cleaned and operable. (No food is to be left in refrigerator)
- Regardless of season, if you have a heat source, please provide us with a heat certification/invoice from a licensed professional. All fireplaces & furnaces must be inspected/cleaned once per year and a copy of the invoice must be provided with the application.
- All heat outlets must be permanent & secured to wall.
- All electric must be operable & in working order; all switches & outlets must be free of chips & paint.
- Plumbing fixtures shall be in working order; no leaks or mildew in any faucet, under sinks & showers/tubs.
- On all self-installed wood burning stove and fireplaces, you must show proof of inspection approval by Toms River Township Building Department.

Fire & Carbon Monoxide Safety:

- Smoke Detectors (hardwired or battery operated) must be properly installed & in working order in the following locations:
A. On each story within the dwelling unit including basements. B. in each sleeping area.
 - Under UCC Code Smoke Detectors are not allowed to be downgraded. If hardwired- you must maintain & cannot be replaced with battery operated.
 - Smoke alarms hooked up to a central system must have recent certification from your alarm company.
- Carbon Monoxide (hardwired or battery) must be properly installed & in working order located within 10ft of any sleeping area. Follow manufactures instructions for proper placement.
- Fire Extinguisher: are required within 10 ft. of the kitchen, no higher than 5 ft from floor.
 - 2 ½ - 10lbs, ABC rated (Not req. for summer rentals.)
- Total Electric units with no garage do not require a c/o detector.