

Department of Public Affairs



CONSTRUCTION OFFICIAL
CODE ENFORCEMENT AND OFFICE OF HOUSING INSPECTION
428-60TH STREET • ROOM 27
WEST NEW YORK, NJ 07093
TEL: (201) 295-5170 • FAX: (201) 295-9597

COSMO A. CIRILLO
COMMISSIONER

THOMAS O'MALLEY
CONSTRUCTION OFFICIAL
ZONING OFFICER

RESIDENTIAL TENANT CERTIFICATE

DATE: _____
BUILDING ADDRESS: _____ UNIT NO.: _____ WNY, NJ
OWNERS NAME: _____
OWNERS ADDRESS: _____
OWNERS PHONE #: _____ EMAIL ADDRESS: _____
SUPER'S NAME: _____
SUPER'S APT. # _____ SUPERS PHONE # _____

YOU MUST SUBMIT A COPY OF THE FIRST AND LAST PAGE OF THE LEASE

FAILURE TO OBTAIN A RESIDENTIAL TENANT CERTIFICATE SHALL RESULT IN A MINIMUM FINE OF \$100.00

TENANT INFORMATION SECTION

NUMBER OF OCCUPANTS: _____ NUMBER OF BEDROOMS: _____ DATE TENANCY COMMENCED: _____
NAME OF ALL TENANTS INCLUDING MINORS: _____

TENANTS PHONE #: _____ UNIT NO. _____

FEE: \$50.00 BANK CHECK OR MONEY ORDER PAYABLE TO TOWN OF WEST NEW YORK

CHECK #: _____ Money order #: _____
Inspection date: _____ Inspectors: _____

It is the tenant's obligation to advise the landlord of any increase in total number of occupants.

RESIDENTIAL TENANT INSPECTION CHECKLIST

1. Smoke and carbon monoxide detectors are required on each floors.	YES	NO	N/A
2. Fire extinguishers must be accessible within 10 feet of a kitchen.	YES	NO	N/A
3. No broken or cracked windows.	YES	NO	N/A
4. All windows must be operable.	YES	NO	N/A
5. General conditions: No peeling paint or surface deterioration.	YES	NO	N/A
6. No double key lock permitted on ANY DOOR.	YES	NO	N/A
7. Handrail required on all steps with 3 risers or more.	YES	NO	N/A
8. GFI outlets must be within 6' of a water source.	YES	NO	N/A
9. All furnaces and boilers must have either a fire-rated ceiling, or a fire sprinkler head installed ABOVE IT.	YES	NO	N/A
10. No accumulation of trash or rubbish.	YES	NO	N/A
11. All permits must be closed	YES	NO	N/A
12. All violations abated	YES	NO	N/A
13. All fines paid.	YES	NO	N/A