

MAYOR  
ALBIO SIRES | PUBLIC SAFETY

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MARIELKA A. DIAZ | PUBLIC AFFAIRS  
MARCOS A. ARROYO | PUBLIC WORKS

**CODE ENFORCMENT/BUILDING DEPARTMENT**

THOMAS O'MALLEY | CONSTRUCTION OFFICIAL  
TOMOMALLEY@WESTNEWYORKNJ.ORG  
O. 201.295.5170

**TOWN OF WEST NEW YORK**  
COUNTY OF HUDSON, NEW JERSEY



**MUNICIPAL BUILDING**  
428-60<sup>th</sup> STREET  
WEST NEW YORK, NEW JERSEY 07093  
(201).295.5100

OFFICE LOCATIONS

PUBLIC LIBRARY 425-60<sup>th</sup> STREET  
(201).295.5135  
SENIOR CENTER 515-54<sup>th</sup> STREET  
(201).295.5162/5144  
FIRE PREVENTION 6015 TYLER PLACE  
(201).295.5220  
PUBLIC WORKS 6300 BROADWAY  
(201).295.5230/5231  
PARKING SERVICES 224-60<sup>th</sup> STREET  
(201).295.1575  
WEST NEW YORK, NEW JERSEY 07093

**RESIDENTIAL TENANT CERTIFICATE**

**FEE: \$50.00 PAYABLE TO TOWN OF WEST NEW YORK**

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

\*\*\*\*\*

**INITIAL FEE - \$50.00 PER UNIT**

**REINSPECTION FEE -\$50.00 PER UNIT**

**COPY OF LEASE: ( ) YES**

**CHECK #:** \_\_\_\_\_

**MONEY ORDER #:** \_\_\_\_\_

**Inspection date:** \_\_\_\_\_

**Inspectors:** \_\_\_\_\_

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

*The Town of West New York is proud to be a drug free workplace and an equal opportunity employer.*

RESIDENTIAL TENANT CERTIFICATE 6-21-23



[www.westnewyorknj.org](http://www.westnewyorknj.org)

**#WEAREWNY**



## 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. No accumulation of trash or rubbish.	YES	NO	N/A
10. All permits must be closed	YES	NO	N/A
11. All violations abated	YES	NO	N/A
12. All fines paid.	YES	NO	N/A

DATE: \_\_\_\_\_

INSPECTOR NAME: \_\_\_\_\_