



**ONE & TWO FAMILY DWELLING RENTAL  
INSPECTION CHECKLIST**  
**CITY OF SUMMIT**  
**DEPARTMENT OF COMMUNITY SERVICES**  
512 Springfield Avenue  
Summit, New Jersey 07901



Address:	Block:	Lot:	Zone:
Owner:	Realtor:		
Owner Address:	Realtor Phone:		
Owner Phone:	Inspection Date:		
<b>LEAD INSPECTION <input type="checkbox"/></b>	Reinspection Date:		
Inspector:	OK Date:	INSP:	
<b>Inspection Item:</b>			<b>RE-INS</b>
<b>1) EXTERIOR</b>			
<input type="checkbox"/> a) *Sidewalks in need of replacement at the street, front walk, side, rear [See paint markings] § 18-5.1 <input type="checkbox"/> b) Remove obstructions from shrubs / trees overhanging City sidewalks. § 15-4.3 <input type="checkbox"/> c) *Curbs and/or driveway apron in need of replacement [See paint markings.] § 18-2.1 <input type="checkbox"/> d) Provide a permanent house number a minimum of 3" in height and clearly visible from the street. § 14-2.3 <input type="checkbox"/> e) Paint the trim and walls on the exterior of the house/garage. § 15-4.5 <input type="checkbox"/> f) Replace defective / missing gutters and leaders. § 15-4.3 <input type="checkbox"/> g) *Repair or replace the roof on the house/garage. § 15-4.5 <input type="checkbox"/> h) *Repair or replace the fencing at the front/side/rear. § 15-4.5 <input type="checkbox"/> i) Remove or re-arrange the fencing and/or trim landscaping within 10' of the curb line to provide a clear sightline. § 35-14.1 <input type="checkbox"/> j) *Repair or replace the entrance steps and/or porch and/or railings on the front/side/rear. § 15-4.3 <input type="checkbox"/> k) *Provide a 48" high fence and/or self-closing and latching gate(s) around the pool § 17-5 <input type="checkbox"/> l) Clear property of all trash, debris, and hazardous materials. § 15-4.3 <input type="checkbox"/> m) Remove recreational vehicle and/or trailer from the property or provide enclosed garage § 35-9.9H <input type="checkbox"/> n) Trim Shrubs / hedges / lawn § 18-5.2 <input type="checkbox"/> o) Construction without a permit: _____			
<b>2) INTERIOR</b>			
<input type="checkbox"/> a) *Install functioning code compliant smoke detectors within the immediate vicinity of each bedroom door(s) and on each level within the dwelling including basement but not unheated attic. § 15-6.1 <input type="checkbox"/> b) Install mounted NJAC 2A:10B: C. compliant fire extinguisher within 10 feet of the kitchen not more than 5 feet above the floor. § 15-6.1 <input type="checkbox"/> c) *Remove the sump pump discharge pipe from the sanitary sewer, and route it directly to the outside. § 15-6.1 <input type="checkbox"/> d) *Replace the defective flue pipe and cement the chimney connection at the furnace and water heater. § 15-6.1 <input type="checkbox"/> e) *Install the correct size discharge pipe on the water heater and/or boiler safety valve to within 6" of the floor. § 15-6.1 <input type="checkbox"/> f) *Provide handrail(s) between 34 inches and 38 inches above the nosing of the treads on at least one side of the stairway(s) at the ( ) floor(s). <input type="checkbox"/> g) *Install handrail and guardrail on the open side(s) of the basement and ( ) floor stairs. <input type="checkbox"/> h) *Repair the defective plumbing fixture(s) in the bathroom(s), kitchen, and basement.			

- i) Repair the window(s) in the following rooms to restore proper operating condition and/or eliminate leakage: ( )
- j) \*Repair or replace defective light switch(es) and/or receptacle outlet(s), and/or install cover plates on outlet(s) and/or receptacle(s) in the apartment/common areas.
- k) \*Repair or replace defective wiring in the basement, first, second, third, floor(s), attic.
- l) Repair the holes/cracks in the floor(s) at the ( ) floor(s), in the wall(s) at the ( ) floors(s), in the ceiling(s) at the ( ) floor(s).
- m) Repair the defective door(s) at the basement and or ( ) floor(s).
- n) Remove interior door lock(s) in room located on ( ) floor(s)
- o) Obtain permits for the work indicated in **REMARKS**
- p) Each dwelling may have only one kitchen, remove facility fixtures, equipment and piping.
- q) Replace the caulking around the bathtub / shower on ( ) floor bathroom.
- r) Correct Zoning violations and or building, plumbing, electrical, and or fire hazards listed in **REMARKS**

**# of Bedrooms – Basement:** ( ) 1<sup>st</sup> Floor: ( ) 2<sup>nd</sup> Floor: ( ) 3<sup>rd</sup> Floor: ( )

SEE REMARKS on PAGE 2 of 2

### 3) REMARKS:

**PLEASE NOTE:** An asterisk (\*) means a permit may be required. If the work indicated involves changes to plumbing, electrical, fire safety, interior, or exterior structural work: Contact the Department of Community Services Construction Division at (908-273-6408). Curb & Sidewalk work requires a permit and inspection by the Engineering Division.

**INSPECTOR SIGNATURE:** \_\_\_\_\_ **Signature Date:** \_\_\_\_\_

**FOR OFFICE USE ONLY:**