



Borough of Pine Hill
Office of Rental Inspections
45 W. 7th Ave.
Pine Hill, NJ 08021
(856) 783-7400, Option 4

Rental Pre-Inspection Check List

Occupancy Prohibited Without Certificate of Habitability

Exterior:

- House number: three-inch Arabic numerals, contrasting to house color, on the house
- Gutters and downspouts: secured properly to house, splash block at each downspout
- Guard rails: secure, sturdy, not missing any spindles and installed per the Uniform Construction Code (UCC)
- Hand rails: secure, sturdy and installed per the UCC
- Sidewalk, driveway, apron: kept in a proper state of repair and maintained free from hazardous conditions
- Ground fault receptacles (GFCIs): test and insure they trip and lose power
- Paint: good condition, not peeling, no untreated wood exposed
- Siding: secure and painted if not aluminum or vinyl, no missing pieces
- Yard: free of trash, grass cut, brush/weeds not overgrown, no accumulation of leaves/branches
- Soffit/fascia: secure, not falling
- Exterior doors: open and close with ease, proper weather stripping, light fixture at each door

Interior:

Fire Safety:

- Smoke detectors: at least one on each level of house, not including attic, and one in each bedroom/sleeping area, mounted per manufacturer instructions
- Carbon monoxide detector: within 10 feet of all sleeping areas, mounted per manufacturer instructions
- Fire extinguisher mounted in kitchen per manufacturer instructions

Electrical:

- Receptacles: secure in electrical boxes, plates in place, working properly
- Switches: secure in electrical boxes, plates in place, working properly
- Electrical connections: in junction boxes with plates in place
- Ground fault receptacles (GFCIs): test and insure they trip and lose power
- Electrical panel: cover on the panel, no missing blanks

Plumbing:

- Faucets: not loose, work properly, do not drip
- Drain pipes: must be rigid pipe, not flex
- Kitchen sink: strainers in drain (even if garbage disposal is in place), garbage disposal functioning properly, if present

- ___ Bathroom/powder room sink: stopper needed
- ___ Tub/shower drain: strainer in place, stopper needed
- ___ Toilets: secure and no loose seat

Miscellaneous:

- ___ The electrical main switch, along with all of the utilities, must be turned on prior to inspection
- ___ Attached garage: wall(s) that touch living areas must be sheet rocked and taped, if wall(s) not sheet rocked to roof line or room above, ceiling must be rocked and taped
- ___ Heater/water heater venting: installed per the UCC Plumbing/Mechanical Code
- ___ Gas pipe: rigid pipe into the appliances, drip lag before each appliance
- ___ Heater emergency shut off switch: must have RED plate labeled "Burner Emergency Shut off Switch"
- ___ Dryer vent: flex pipe secured to dryer and rigid pipe exhaust to exterior
- ___ Interior doors: open and close with ease
- ___ Windows: must operate and lock, stay in place when opened, glass not broken or cracked, must have screens
- ___ Stove: anti tip bracket
- ___ Bathroom ventilation: must have working window or vent fan
- ___ Guard rails: secure, sturdy, not missing any spindles and installed per the UCC
- ___ Handrails: secure, sturdy and installed per the UCC
- ___ Exterior door deadbolt: shall be operated only by the turning of a knob
- ___ Walls: must be in good repair and no peeling paint
- ___ Flooring: must be in good repair and clean

Other:

- ___ Lock boxes: inspections will be conducted ONLY if the property is unoccupied
- ___ Permitted work: permits obtained for any work requiring a permit (heater, water heater, etc.) and a copy of the Certificate of Approval
- ___ Pool: maintained in a clean and sanitary condition, barriers maintained in good working order such as self-latching/closing; covered in the off season
- ___ Accessory structures: detached garages, sheds, walls and fences must be kept in good state of repair and maintained

NOTE:

This check list covers the most commonly appearing failure points and is to be used as a convenience and not all inclusive of all possible failure points. If you have any questions or concerns about the failure points, please contact the housing inspector at 856-783-7400 x 209.

See www.pinehillboronj.com/departments/rental for the ordinance regarding rental properties.