



Application for Residential Tenancy Change & Fire Safety Certification Form

(Smoke Detectors, CO Detectors, Fire Extinguishers)

Before you rent any residential dwelling unit in Morristown, you must obtain a Certificate of Habitability from the Division of Housing and Property Maintenance for each dwelling unit. This applies to any and every change in tenancy in single-family homes, two-family homes, co-ops, apartments, condos, town homes, multi-family homes and dwelling units in mixed-use buildings.

If you have questions about the Certificate of Habitability process or how to calculate your fees, please call Housing & Property Maintenance (973) 292-6700 on weekdays between 8:30 a.m. - 4:30 p.m.

You can speed this process by providing complete and accurate information on your application.

Process:

1. Complete and submit your Application for Residential Tenancy Change and the Fire Safety Form. Providing detailed information up front will speed this process.
2. Include your payment via check/cash/money order (payable to the Town of Morristown) for the Certificate of Habitability fees.
3. Housing & Property Maintenance will contact you to schedule a Habitability Inspection prior to tenants moving in. Applicants must make sure all construction permits are closed prior to issuing a CH.
4. You or your designee must be present during the Habitability Inspection.
5. If any violations are found, the Housing Inspector will give you a Notice explaining the corrections/repairs required and setting a "comply by" date. You must make these repairs and pay \$80/unit for Re-Inspection and then the inspector will call you to schedule. Depending upon the type of violation, the new tenant may not be permitted to move in.
6. When your unit has passed Inspection/Re-Inspection, the Inspector will issue you a signed Occupancy Standard Form stating the maximum number of residents allowed. You must have this form signed by the property owner/manager and the new tenant(s) and return it to the Housing & Property Maintenance Division.
7. Once your Occupancy Standard Form has been accepted, the Town will prepare a Certificate of Habitability, which will be mailed unless you have indicated otherwise on the application.
8. All dwellings pre-1981 and other than primary residence are required to register with the Rent Leveling department.

Certificate of Habitability Inspection includes but is not limited to:

EXTERIOR:

- o Accessory Structures - fencing, garage, sheds in good condition
- o Chimneys - mortar and bricks secure and pointed
- o Foundation Wall - free from defects and cracks
- o Gutters and Downspouts - attached, cleaned and in good working condition
- o Landscape - clean and trimmed
- o Paint - free from chipping and/or cracking
- o Roof - no loose shingles, leaking or bowing of roof
- o Sidewalks - level and free from cracks
- o Stairs - In good condition and secure railings provided for three or more treads
- o Vermin/Pests - no infestation permitted

INTERIOR:

- o Asbestos - must be encapsulated or professionally removed
- o Basement - floor and walls free from moisture, cracks and defects
- o Bathroom Ventilation - natural window ventilation or functioning exhaust fan
- o Carbon Monoxide Detectors - within 10' of every bedroom; at least one on every level.
- o Ceilings and Walls - free from chipping or cracking and in good condition
- o Electrical outlets - at least two in working condition in every habitable room
- o Fireplace - in working condition with proof of last flue vent cleaning
- o Floors - in good condition
- o Furnace - in good working condition
- o GFCI electrical outlets in kitchen and bathrooms
- o Hot Water Heater - in good working condition and safely located for easy maintenance
- o Fire Extinguisher - must be present in every kitchen: 4 + units - also in shared hallway
- o Kitchen Ventilation - must lead outside from stove and/or oven
- o Plumbing - free from leaks and in good working condition
- o Smoke Detectors -on every floor including basements and attics, and within the required distance from every bedroom.
- o Vermin/Pests - no infestation permitted
- o Windows - working sash locks on all first-floor windows, all windows in good working condition

**ALL HOMES MUST MEET THE FOLLOWING REQUIREMENTS FOR:
Certification of Smoke Detector, Carbon Monoxide Alarm and Fire Extinguisher**

Inspections are required for the sale, rental or change of occupancy of a 1 - or 2- family dwelling. The inspection will check for the proper placement of smoke detectors, carbon monoxide, Smoke/Carbon Monoxide combined alarms as well as the required fire extinguisher. The inspection is required by the New Jersey Uniform Fire Code.

STATE OF NEW JERSEY REQUIREMENTS FOR SMOKE DETECTORThe New Jersey Department of Community Affairs' (DCA) Division of Fire Safety is informing residents of a new smoke alarm regulation, effective January 1, 2019, which requires 10-year sealed battery smoke alarms be installed in homes built before January 1, 1977. The requirement includes one- and two-family dwellings, motel rooms, and housing units in rooming houses. The State's Uniform Construction Code requires all homes built after January 1, 1977 to have alternating current (AC) hardwired alarms installed inside the dwellings, and those homes are not affected by the new regulation.

Smoke Detectors

In one- and two-family or attached single family dwellings subject to the requirements of N.J.A.C. 5:70-2.3, smoke alarms shall be installed as follows:

- On each level of the premises; and
- Outside of each separate sleeping area.

The smoke alarms required in (a) above shall be located and maintained in accordance with NFPA 72.

- The alarms shall not be required to be interconnected.

Ten-year sealed battery-powered single station smoke alarms shall be installed and shall be listed in accordance with ANSI/UL 217, incorporated herein by reference. However, A/C-powered single or multiple-station smoke alarms installed as part of the original construction or rehabilitation project shall not be replaced with battery-powered smoke alarms. The effective date of this subsection shall be January 1, 2019.

- A/C-powered smoke alarms shall be accepted as meeting the requirements of this section.

Carbon monoxide alarms shall be installed in all dwelling units in buildings in one- and two-family or attached single family dwellings, except for units in buildings that do not contain a fuel-burning device or have an attached garage, as follows:

- Single station carbon monoxide alarms shall be installed and maintained in the immediate vicinity of the sleeping area(s).
- Carbon monoxide alarms may be battery-operated, hard-wired or of the plug-in type and shall be listed and labeled in accordance with UL-2034 and shall be installed in accordance with the requirements of this section and NFPA-720.

Fire Extinguishers

A portable fire extinguisher shall be installed in accordance with the following:

- The extinguisher shall be within 10 feet of the kitchen and located in the path of egress;
- The extinguisher shall be readily accessible and not obstructed from view;
- The extinguisher shall be mounted using the manufacturer's hanging bracket, so the operating instructions are clearly visible;
- The extinguisher shall be an approved listed and labeled type with a minimum rating of 2A-10B:C and no more than 10 pounds;
- The owner's manual or written operation instructions shall be provided during the inspection and left for the new occupant;
- The extinguisher shall be serviced and tagged by a certified Division of Fire Safety contractor within the past 12 months or the seller must have a receipt for a recently purchased extinguisher; and
- The top of the extinguisher shall not be more than five feet above the floor.
- Exception: Portable fire extinguishers shall not be required for seasonal summer units. For purposes of applying this exception, "seasonal summer unit" shall mean a dwelling unit rented for a term of not more than 125 consecutive days for residential purposes by a person having a permanent residence elsewhere, but shall not include use or rental of living quarters by migrant, temporary, or seasonal workers in connection with any work or place where work is being performed.

WHERE TO LOCATE SMOKE DETECTORS:

Detectors are to be located on every level of a residence, (basement, first floor, second floor) excluding crawl spaces and unfinished attics, and in every separate sleeping area, between sleeping areas and living areas such as the kitchen, garage, basement or utility room. In homes with only one sleeping area on one floor, a detector is to be placed in the hallway outside each sleeping areas as shown in Figure 1. In single floor homes with two separate sleeping areas, two detectors are required, outside each sleeping areas as shown in Figure 2. In multi-level homes, detectors are to be located outside sleeping areas and at every finished level of the home as shown in Figure 3. Basement level detectors are to be located in close proximity to the bottom of basement stairwells as shown in Figure 4.

WHERE NOT TO LOCATE DETECTORS:

To avoid false alarms and/or improper operation, avoid installation of smoke detectors in the following areas:

Kitchens-smoke from cooking may cause nuisance alarm.

Bathrooms -excessive steam from a shower may cause a nuisance alarm.

Near forced air ducts-used for heating or air conditioning-air movement may prevent smoke from reaching detector.

Near furnaces of any type-air and dust movement and normal combustion products may cause a nuisance alarm.

The 4 inch "Dead Air" space where the ceiling meets the wall, as shown in Figure 5.

The peak of an "A" frame type of ceiling-"Dead Air" at the top may prevent smoke from reaching detector.

FURTHER INFORMATION ON DETECTOR PLACEMENT:

For further information about detector placement consult the National Protection Association's Standard No. 74-1984, titled "Household Fire Warning Equipment." This publication may be obtained by writing to the Publication Sales Department, National Fire Protection Association, Batterymarch Park, Quincy, MA. 02269.

CARBON MONOXIDE ALARMS are to be located in every separate sleeping area per NFPA 720 and manufacturer's recommendations. Must be installed in all single or two family dwelling unit(s) that contain a fuel-burning device or have an attached garage.

Single station carbon monoxide alarms shall be installed and maintained in the immediate vicinity of the sleeping area(s). Within 10 feet of bedroom doors or one in each bedroom.

Carbon monoxide alarms may be battery-operated, hard-wired or of the plug-in type and shall be listed and labeled in accordance with UL-2034 and shall be installed in accordance with the requirements of NJAC5:70-4.19 and NFPA-720.

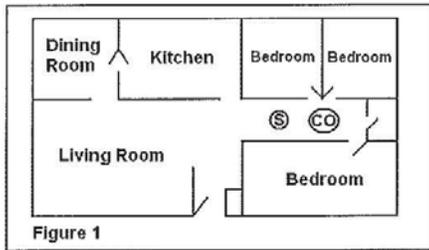


Figure 1

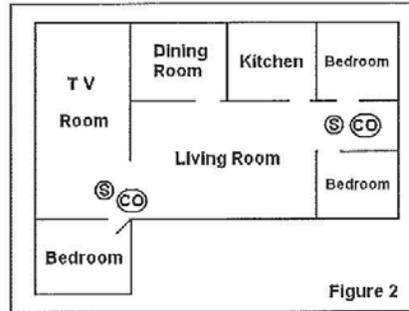


Figure 2

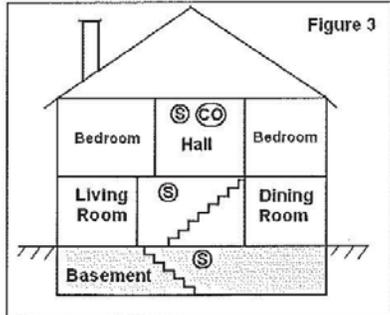


Figure 3

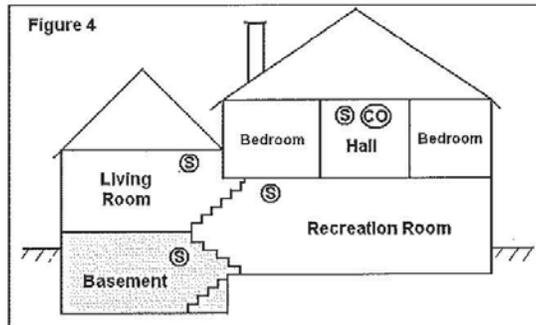


Figure 4

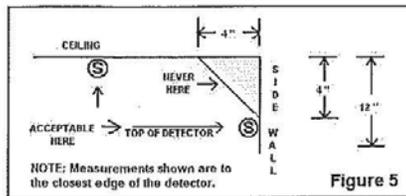


Figure 5

S SMOKE DETECTOR CO CARBON MONOXIDE ALARM



Town of Morristown
Division of Housing & Property Maintenance
200 South Street, 2nd Floor
Morristown, New Jersey 07960
Tel: 973-292-6700 - Fax: 973-292-6729
www.townofmorristown.org

**Residential Tenancy Change Application &
Fire Safety Certification Form**
(Smoke Detectors, CO Detectors, Fire Extinguishers)

PROPERTY TYPE FOR RENTAL

Single-Family Home Co - Op Dwelling Unit in a mixed-use building
 Two-Family Home Condominium Town House
 Multi-Family Home, # of units below: Apartment Building Apartment Complex Name: _____
 3 4 5

PROPERTY INFORMATION

Property Address:

Apt #:	Block:	Lot:	Zone:	Proposed Use :
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PROPERTY OWNER INFORMATION

Name:	Cell #	Emergency Phone #
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Address:

E mail Address:	CH (Check One): <input type="checkbox"/> Pick Up OR <input type="checkbox"/> Mailed
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MANAGER / REAL ESTATE BROKER INFORMATION (if applicable)

Name:	Cell #	Other Phone #
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Business Address:

E mail Address:	CH (Check One): <input type="checkbox"/> Pick Up OR <input type="checkbox"/> Mailed
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INCOMING TENANT INFORMATION

Tenant Name:	Cell #	Other Phone #
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E mail Address (optional):

# of cats	# of dogs
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Who should the Town contact to schedule inspections? Property Owner Real Estate Broker Property Manager

If the CH is to be mailed, to whom should it be addressed to: Property Owner Real Estate Broker Property Manager

RENT CONTROLLED DETERMINATION

Year Constructed _____	<input type="checkbox"/> Owner living on premise. <input type="checkbox"/> Subject to Rent Control <input type="checkbox"/> Exempt from Rent Control
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NOTE: If you do not provide a mail recipient, the town will call and/or e-mail you to pick up. If certificate is not picked up within 3 business days, the CH certificate will be mailed.



Property Owner Name: _____

Town of Morristown
 Division of Housing & Property Maintenance
 200 South Street, 2nd Floor
 Morristown, New Jersey 07960
 Tel: 973-292-6700 - Fax: 973-292-6729
 www.townofmorristown.org

TABLE OF FEES

Fee's	Transaction	Cost/Unit	# of Units	Total Fee
Housing & Property Maintenance Fees	<input type="checkbox"/> Rental of Condominium, Co-Op, Town Home, single-family or two-family home.	\$ 160 each		
	<input type="checkbox"/> Rental of multi-family of three or more units or mixed use building.	\$ 120 each		
	<input type="checkbox"/> Re-Inspection Fee (per instance).	\$ 80 each		
Total:				

I hereby attest that, to the best of my knowledge, all Smoke Detectors have been installed in accordance with the regulations as follows:

- Smoke and/or combination Smoke/Carbon Monoxide Detectors are in working order and are of the 10-year sealed battery type (for homes built prior to 1977).
- Smoke and/or combination Smoke/Carbon Monoxide Detectors are in working order (for homes built after 1977).
- Fire Extinguisher must be correct size, no smaller than 2A:10B:C, rated for residential use and weight no more than 10 lbs. It must be present in every kitchen and also in the hallway of any apartment complex and the hangers and brackets supplied by the manufacturer must be used.
- All building permits are closed.

APPLICANT CERTIFICATION

I certify that the answers to the above questions and any statements made on same are true and complete to the best of my knowledge.

 Applicant Signature

 Print Name of Applicant

 Date

FOR OFFICIAL USE ONLY

Initial Fees \$ _____ Cash Check #: _____ Money Order #: _____

Re-Inspection Fee \$ _____ Cash Check #: _____ Money Order #: _____

Receipt #: _____

 Administratively Received by (print)

 Date Stamp Received