

TOWNSHIP OF FRANKLIN

Zoning and Land Use Department

1571 Delsea Dr

Franklinville, NJ 08322

Phone: 856-694-1234

RESALE CERTIFICATE / NEW TENANT CERTIFICATE INFORMATION

All rental units must be registered with the Clerk's Office

- **A PASSING WATER TEST AND GLOUCESTER COUNTY BOARD OF HEALTH SEPTIC APPROVAL ARE REQUIRED FOR A RESALE OR NEW TENANT CERTIFICATE TO BE ISSUED.**
- A Resale Certificate / New Tenant Certificate is required in the Township of Franklin **each** time a residential dwelling unit changes occupant and tenant.
- The following checklist is a guideline for items that **must** be completed at the time of housing inspection to obtain a Resale Certificate / New Tenant Certificate in the Township of Franklin.
- The checklist is based on the regulations contained in the Current International Property Maintenance Code, Township of Franklin Code #178 and current regulations adopted by the NJ Department of Community Affairs.
- The inspection is a general inspection and the Township of Franklin does not guarantee that the premises inspected are free from latent defects; nor is the Township of Franklin liable for damages or injury to any person as the result of any violation not reported herein.
- If the buyer is assuming responsibility of the Certificate, the office must be notified in writing prior to the issuance of the Certificate.

APPLICATION INSTRUCTIONS

- An application for inspection must be completely filled out and submitted with the appropriate fee to the Housing Code Official's Office in the Township of Franklin Municipal Building. Applications and/or fees will not be accepted in the field.
- A \$100.00 fee must accompany the application for inspection. This fee covers the initial inspection.
- For each subsequent re-inspection, the applicant shall notify the Housing Code Official's Office and submit a re-inspection fee of \$50.00.
- A certification may be required for the following:
roof–electrical–structural–heating–lead..
- **Applications must be approved within 30 days on initial inspections. Violators will be subject to fines (\$100.00 - \$200.00 per day) as per the Township of Franklin Ordinance #178.10.**
- **Applications are non-transferable and will expire after 60 days.**

Due to scheduling and processing time, please allow for inspections a minimum of three weeks prior to settlement/rental. **It is suggested that you apply for the Certificate when the house is listed for sale.** This will help avoid scheduling issues and allow time to complete issues noted during the inspection.

RESALE CERTIFICATE / NEW TENANT CERTIFICATE CHECKLIST

EXTERIOR:

- House numbers – each dwelling must have a house number displayed in a position easily observed and readable from the public right-of-way. All numbers shall be reflective and at least 3-1/2 inches high, meeting the Township of Franklin E-911 requirements – Township of Franklin Code #165.
- All accessory structures - including: detached garages, fences with self-latching, out-swing gates minimum fence height of 48”, fences with latch at top minimum height of 54”.
- All landings or porches 30” in height or higher must have a rail around the entire area, with intermediate rails, spaced no greater than 4: between, no less than 36” in height minimum.
- Every basement outside entrance shall be maintained to prevent entrance of rats, rain and surface water.
- No broken, missing glass; including doors. All glass must be properly glazed (putty around the glass) and weather-tight.
- All stairways, decks, porches and balconies shall be maintained structurally sound.
- All windows shall have screens, open, close and lock properly.

INTERIOR:

- Stove must be equipped with anti-tilt device.
- All utilities must be on at the time of inspection.
- A smoke detector is required on each level of the premises. On levels where bedrooms exist, detectors must be located in all bedrooms and outside of each sleeping area. Smoke detectors may be battery operated.
- Carbon monoxide detectors shall be installed in the vicinity of the sleeping areas; except for buildings that do not contain a fuel burning device or detached garage.
- All stairs of four (4) risers or more must have a handrail at least 30” in height and secured.
- Bathrooms must have a window or an exhaust fan to the exterior.
- Every egress window shall be capable of being easily opened and shall be held in position by window hardware.
- An **ABC** fire extinguisher must be no smaller than 2A:10B:C, weigh no more than 10lbs and mounted in a visible and convenient location.
- All mechanical equipment, exhaust fans, sump pumps, wood stoves, fireplaces, fireplace inserts, etc. must be installed and maintained in a safe working condition.

ELECTRICAL:

- All electric must be free of hazards such as open junction boxes and taped electrical connections.
- No extension cord type wiring is permitted.
- Service wire to house must be in sound condition.
- G.F.C.I. protection must be supplied to all swimming pools, spas, exterior and garage outlets. G.F.C.I. receptacles must be installed within five (5) feet of any water source and at all kitchen and bathroom outlets.

PLUMBING:

- Plumbing fixtures shall be vented.
- All water lines, spigots and valves must be in proper working order.
- Toilets must flush.
- Heat must be supplied to all habitable rooms.
- Hot water heaters and heating boilers must be properly installed with a pressure relief valve with an extension pipe installed and terminating within six (6) inches of the floor or into an approved indirect waste.