

MAYOR
ALBIO SIRES | PUBLIC SAFETY
COMMISSIONERS
ADAM W. PARKINSON | REVENUE & FINANCE
VICTOR M. BARRERA | PARKS & PUBLIC PROPERTY
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
428-60th STREET
WEST NEW YORK, NEW JERSEY 07093
(201).295.5100

OFFICE LOCATIONS

PUBLIC LIBRARY 425-60th STREET
(201).295.5135
SENIOR CENTER 515-54th STREET
(201).295.5162/5144
FIRE PREVENTION 6015 TYLER PLACE
(201).295.5220
PUBLIC WORKS 6300 BROADWAY
(201).295.5230/5231
PARKING SERVICES 224-60th 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



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: _____