



**BOROUGH OF MONTVALE**  
**Building Department – Code Enforcement**  
12 DePiero Drive, Montvale, NJ 07645  
[www.montvale.org](http://www.montvale.org)

The re-sale or rental of a home in the Borough of Montvale requires a **New Tenant / Resale Certificate** and a **Smoke Detector/Carbon Monoxide Alarm inspection**

- New Tenant / Resale Certificate inspection for Residential property: **\$150.00**  
Cash or check made payable to the Borough of Montvale

The re-sale or rental of Commercial property in the Borough of Montvale requires a **New Tenant / Resale Certificate inspection**

- New Tenant / Resale Certificate inspection for Commercial property **\$250.00**  
(less than 10,000 sq. ft.)
- New Tenant / Resale Certificate inspection for Commercial property **\$500.00**  
(over 10,000 sq. ft.)

The Construction Official or his agent shall conduct an inspection of the premises to ensure compliance with applicable municipal ordinances and rules and regulations affecting the use and occupation of all such buildings, structures or dwellings. The inspection shall also require compliance with, but not be limited to, the following:

- A. Flue connections are properly sealed
- B. Sump pumps are not connected to the sanitary sewer
- C. All electrical outlets, switches and panel boxes are properly covered
- D. Relief valves from boilers and water heaters are properly piped
- E. All plumbing fixtures are in working order
- F. Pools are properly fenced
- G. There are rails on all interior stairs of more than two risers
- H. Exterior rails must be properly secured
- I. Property must not be in violation of the Property Maintenance Code
- J. The property is being used for the use for which it is zoned
- K. The submission of a certified property survey that shows the current uses and structures on the property



**NEW TENANT / RESALE CERTIFICATE  
RESALE / RENTAL / COMMERCIAL**

**A COPY OF THE LATEST PLOT SURVEY MUST BE SUBMITTED (ONE / TWO FAMILY HOMES ONLY)**

**THIS DOCUMENT VALID ONLY IF ALL REAL ESTATE TAXES ARE CURRENT**

SITE ADDRESS: \_\_\_\_\_ Cert. No: \_\_\_\_\_

Name of Owner: \_\_\_\_\_ Closing Date: \_\_\_\_\_

**Email of Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

Address: \_\_\_\_\_ Block: \_\_\_\_\_

\_\_\_\_\_ Lot: \_\_\_\_\_

Name of Seller's Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name of Buyer / Tenant: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Buyer's Attorney: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Check One: 1 Family \_\_\_\_\_ 2 Family \_\_\_\_\_ Multi-Family / Apt \_\_\_\_\_ Condo \_\_\_\_\_ Townhouse \_\_\_\_\_

Commercial Property / New Tenant Doing Business As: \_\_\_\_\_

Sq. Ft. to be Occupied: \_\_\_\_\_

**Inspection time is 9 am to 12 am Tuesday and Thursday**

The issuance of a New tenant / Resale certificate is conducted solely for the benefit of the municipality, and not for the purchaser or seller of real property. New tenant / Resale certificate is not intended as a representation of the condition of the property, or that the property is safe or meets any or all of the conditions of the certificate. The issuance of a certificate is not intended, and should **NOT** be relied upon, as evidence that the property is safe, structurally sound, and in compliance with zoning codes, fire codes, building codes, or that any of the systems serving the property are operating properly, including well, septic, electrical, plumbing, etc.

Date: \_\_\_\_\_

**Applicant's signature:** \_\_\_\_\_

**Applicant's printed name:** \_\_\_\_\_

Inspector Approval/Signature: \_\_\_\_\_

Inspector's Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Check #: \_\_\_\_\_

Open Permits: Yes  NO