

PRE-SALE INSPECTION REPORT APPLICATION

APPLICATION NUMBER: _____

FEE: \$ _____

PROPERTY IDENTIFICATION – REQUIRED INFORMATION			
STREET ADDRESS: (List all property addresses)			NUMBER OF UNITS: _____
IS THE PROPERTY VACANT?	_____ Yes _____ No	Lock Box Combo/ Access Code: _____	(OPTIONAL)
NAME OF PROPERTY OWNER/SELLER:			
MAILING ADDRESS OF PROPERTY OWNER/SELLER:			
TELEPHONE OF OWNER/SELLER:		EMAIL: _____	
REQUEST REPORT TO BE RELEASED TO:(Up to 4-applicants allowed)	_____ Seller _____ Agent _____ Buyer _____ Escrow _____ All Parties*must provide mailing address for all		
DELIVERY OF REPORT:	_____ mailed OR _____ be notified to pick-up report at City Hall		

AGENT INFORMATION			
*MUST SUBMIT A NOTARIZED LETTER OF AUTHORIZATION FROM PROPERTY OWNER OR NOTARIZE PROPERTY OWNER'S SIGNATURE ON APPLICATION			
NAME OF APPLICANT:			
COMPANY NAME:			
MAILING ADDRESS:			
CITY, STATE, ZIP:			
TELEPHONE:		EMAIL: _____	

BUYER INFORMATION			
*MUST SUBMIT A NOTARIZED LETTER OF AUTHORIZATION FROM PROPERTY OWNER OR NOTARIZE PROPERTY OWNER'S SIGNATURE ON APPLICATION			
NAME OF BUYER:			
MAILING ADDRESS:			
CITY, STATE, ZIP:			
TELEPHONE:		EMAIL: _____	

ESCROW INFORMATION – IF AVAILABLE			
NAME OF APPLICANT:			
COMPANY NAME:			
MAILING ADDRESS:			
CITY, STATE, ZIP:			
TELEPHONE:		EMAIL: _____	

STATEMENT OF UNDERSTANDING

I, (We), hereby declare, under the penalty of perjury, that I (we) am (are) the owner(s) of the property/authorized representative, and I (we) am (are) duly authorized to execute this application, and understand and ACCEPT THE TERMS AND CONDITIONS OF THE PRE-SALE HOUSING INSPECTION ORDINANCE, and I (We) hereby request a property inspection and the issuance of a Pre-Sale Property Report, and AGREE TO DELIVER A COPY OF THE REPORT TO ANY BUYER PRIOR TO SALE.

Owner/Applicant Identification/Driver License No. _____

Owner/Applicant Signature: _____ Date: _____

