



Application for Report of Residential Building Record

Property Address: _____
 Assessor's Parcel Number (if known): _____
 Owner of Property: _____ Telephone Number: _____
 Applicant Name: _____ Telephone Number: _____
 Address: _____
(if other than owner)

Completed report should be (please complete one of the following):

- Picked-up at the Permit Center (Telephone Number): _____
- Faxed to (Fax Number): _____
- Mailed to (Address): _____
- Email (Address): _____

Important Information for Applicant

A Report of Residential Building Records is required to be delivered to the buyer prior to the conclusion of a sale or transfer of a residential building (Ordinance No. 715).

It is the responsibility of the seller to ensure that the dwelling is equipped with a chimney spark arrestor and smoke detectors at the time of sale (Ordinance No. 1388).

Smoke detectors shall be mounted on the ceiling or wall (per smoke detector installation requirements) in the sleeping rooms, and on the ceiling or wall at a point centrally located in the corridor or area giving access to the rooms used for sleeping purposes. Where sleeping rooms are on an upper level, the smoke detector shall be placed at the center of the ceiling directly above the stairway. Smoke detectors may be battery operated when installed in existing buildings.

I have read the above information: _____

Signature of Applicant

Date

Application fee of \$90 is due at time of application (we do not bill escrow) Received by: _____ Dated Rec'd: _____

CREDIT CARD PAYMENT OPTION		<input type="checkbox"/> VISA	<input type="checkbox"/> MC	<input type="checkbox"/> AE	<input type="checkbox"/> Discover
Card # _____	Expiration Date: _____				
Name as it appears on card: _____	V-Code #: _____				
<small>(Visa & MC: Last 3 Numbers on Back of Card; AE: 4 numbers on top right front of card)</small>					
Billing Address: _____					
Signature: _____				Date: _____	
<i>(Authorizes credit card payment of fees)</i>					

Updated 11/13/17