



# PRE-SALE INSPECTION APPLICATION

Residential & Commercial Properties

ALL ENGLEWOOD PROPERTIES MUST HAVE A PRESALE INSPECTION PRIOR TO TRANSFER OF OWNERSHIP

## "SELLER" INFORMATION

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

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Vacant

Occupied

**NOTE:** OUTSIDE DOG ON PREMISES? YES NO

"Fenced Yards must have gates *unlocked* for Inspection"

## "BUYER" INFORMATION

(Please fill out as completely as possible. If there is presently NO BUYER, write **N/A** below on "Buyer" line)

BUYER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

REALTOR: \_\_\_\_\_ PHONE #: \_\_\_\_\_

## "APPLICANT" INFORMATION

PRINTED NAME OF APPLICANT: \_\_\_\_\_ PHONE #: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

\*\*CERTIFICATE OF OCCUPANCY IS TO BE:  EMAILED  MAILED  HELD FOR PICK-UP

SEND TO: \_\_\_\_\_

Please print legibly

CLOSING DATE: \_\_\_\_\_

## "PAYMENT" INFORMATION

Online/phone credit card payment options available for \$2.00 convenience fee

PAYMENT DUE: **\$50.00** REC'D BY: \_\_\_\_\_ METHOD: CASH CHECK # \_\_\_\_\_ CARD

EMAIL COMPLETED APPLICATIONS TO: [powell@englewood.oh.us](mailto:powell@englewood.oh.us)

The transfer for monetary consideration, of any real property in the City of Englewood without a valid Pre-Sale Inspection Certificate of Occupancy constitutes a violation of the Englewood Zoning Code, and all parties to such a transaction shall be subject to a fine and/or legal proceedings.

## **PRE-SALE INSPECTION APPLICATION**

**REQUIREMENTS:**

Prior to transfer of ownership, Englewood Zoning Regulations, section 1266.07, requires a Pre-Sale Inspection by the City of Englewood of the exterior of any property to be sold. Failure to comply with this law may result in legal action against the buyer, seller, and/or agents representing such parties.

**PROCEDURE:**

Upon receipt of a completed Pre-Sale Inspection application and payment of a \$50.00 fee, an inspection will be scheduled. At least (1) one week should be allowed before subsequent sale should be allowed for the City to perform the inspection.

Upon inspection, if no Zoning or Property Maintenance violations are found, a Certificate of Occupancy will be issued for utilization at a subsequent closing.

If violations are found, the property owner or designated representative will be advised, and the violations or deficiencies must be corrected. While it is the responsibility of the current owner to remedy the situation, a new owner or “buyer” may formally assume such responsibility by executing a “Transfer of Responsibility Agreement” with the city.

An additional \$20 fee may be charged for re-inspection.

**CONDITIONS:**

Pre-Sale Inspections are intended solely to establish that properties comply adequately with zoning and property maintenance codes. Such inspections will not necessarily relate to adequacy of construction or soundness of structure.

---

---

**FOR INTERNAL OFFICE USE ONLY:**

- Inspection Complete
- Photos Loaded to Property File
- Notes to Permit File
- Notice sent to Owner/Agent
- Transfer of Responsibility > Owner/Agent
- Certificate of Occupancy Issued > Prop. File
- Certificate of Occupancy > Owner/Agent
- Docs & Photos Uploaded to Permit File

PERMIT # \_\_\_\_\_

INSPECTION DATE \_\_\_\_\_

**INSPECTION NOTES:**

---

---

---

---