

Bradley D. Sellers, Mayor



Benjamin W. Brown, Building Commissioner

APPLICATION FOR RESIDENTIAL POINT OF SALE
CERTIFICATE OF INSPECTION

Address of Location to be inspected: _____ Date: _____

Lock Box: _____

Type of dwelling Single Family [] Two- Family [] Multi- Family [] Condominium []

Type of transaction Direct Sale [] Quick Claim [] Foreclosure [] Sheriff Sale []

Property Owner: _____ Phone No: _____

Mailing Address: _____ Alt Phone No: _____

City _____ State _____ Zip _____

Real Estate Company: _____ Phone: _____

Mailing Address: _____ Fax: _____

Agent: _____ Phone: _____

City _____ State _____ Zip _____

Title Company: _____ Phone: _____

Mailing Address: _____ Fax: _____

Escrow Officer: _____ Phone: _____

City _____ State _____ Zip _____

Water & Sewer Charges _____ Phone: _____

Date of Last Bill _____ Amount of Last Bill _____ Responsible Party _____

Occupants Name: _____ SSN: _____ DOB: _____

Previous Address: _____ Phone No. _____

City _____ State _____ Zip _____

How many occupants total, will be living in the home? _____

The City of Warrensville Heights has established this Point of Sale inspection procedure to benefit the total community and not to benefit nor assist any specific group or individual.

I hereby request the City of Warrensville Height to make a Point of Sale inspection at the property listed above in order to comply with the provisions of Chapter 13 of the Building Code.

This application is tendered with the understanding of, and agreement with the following:

The City of Warrensville Heights Building Department realizes that the sell and purchase of a new home is one of the most serious decisions you will have to make.

A complete and detailed report of any violations will be sent to the address specified by the homeowner. Any additional reports will incur a copy fee per page and may be picked up at the Building Department.

Please read and sign the information on the reverse side

Seller Obligation: Owners of residential and commercial real estate, including single -family and two-family dwellings, duplexes, apartments, and condominiums, are required to obtain a Certificate of Inspection (Point of Sale) prior to entering into an agreement to sell or convey an interest in such property.

Application Fee: The fee for the Residential Point of Sale inspection is \$100. Condominiums and Apartments Point of Sale/ Occupancy Permit fee is \$30 per unit . The fee for the Commercial Point of Sale inspection is \$200 for the first unit and \$90 for each additional unit.

Re-inspection Fees: A re-inspection fee of \$30 is charged for each requested re-inspection after the first two requested re-inspections, to be paid at the time of issuance of the Certificate of Compliance or a transfer release.

Required Use of Certificate: Sellers must provide the prospective purchaser with a copy of the Certificate of Inspection or a copy of a Certificate of Compliance prior to the execution of a contract of sale.

Time Limit: The Certificate of Inspection or Certificate of Compliance provided to the purchaser must have been issued within one (1) year prior to the agreement.

Buyer's Acknowledgement: An Acknowledgement Form signed by the purchaser affirming receipt of a Certificate of Inspection or Certificate of Compliance must be deposited in escrow and a copy provided to the Building Department as a condition of title transfer.

Escrow Requirement: If all violations listed on a Certificate of Inspection are not corrected prior to transfer of title, an escrow account must be established and funds, in an amount not less than \$100 and equal to 150% of the estimated cost of repairs, must be deposited to pay for the cost to correct all remaining violations.

Escrow Determination: The amount to be held in escrow shall be determined by procuring a written estimate from a company currently registered to do business in Warrensville Heights. The estimate must reflect current market rates for labor and materials, and be itemized to correspond to the Point of Sale inspection notice. The City may reject an estimate that fails to reasonably reflect the fair market cost of repairs.

City Estimate: If the party establishing the escrow (seller or buyer) can demonstrate to the City that, after a good faith effort, he/she is unable to obtain a written estimate, the City may establish the amount of the escrow with the understanding that such determination is non-negotiable.

Escrow Notification: The escrow agent must notify the Housing Inspection Department in writing of the amount of funds proposed to be held to correct all remaining violations.

Transfer Release: If the City determines the estimate and escrow amount comply with the requirements of the ordinance, a written transfer release will be issued.

Escrow Disbursement: Funds held in escrow shall be disbursed only upon written authorization from the City. If the amount held is less than \$5,000, no funds shall be released until all violations are corrected. If the amount is \$5,000 but less than \$20,000, the City may authorize one (2) partial release of funds from escrow if it is determined that substantial progress has been made in correcting the violations and that sufficient funds remain in escrow to correct all remaining violations. If the amount is \$20,000 but less than \$40,000, two (3) partial releases may be approved. If the amount is \$40,000 but less than \$60,000, three (3) partial releases may be approved. On escrow accounts equal to or exceeding \$60,000, four (3) partial releases may be authorized.

Escrow Agent Obligation: No person, firm or corporation acting in the capacity of an escrow agent in any real estate transaction shall transfer title or disburse funds from any sale unless the provisions of Chapter 13 of the Codified Ordinance of the City of Warrensville Heights have been satisfied.

Failure to Comply: Any person violating any provision of Chapter 13 of the Building Code will be guilty of a misdemeanor of the first degree and shall be punished as provided in Section 13.99 of the Administrative Code of the Codified Ordinances.

- *The owner is responsible for correcting all violations found at the time of inspection within (60) days, irrespective of whether or not the property is on the market.*
- *The City of Warrensville Heights by issuing a certificate of inspection, does not in any way ensure, warrant or guarantee that all violations pursuant to the Codified Ordinances of the City Of Warrensville Heights have been noted. The city does not guarantee the finding of all violations nor does it warrant the repairs made pursuant to the inspections. The certificate of inspection shall be considered the city's best effort to make known to the applicant and the owner the violations on the property at the time of the inspection.*
- *No one is to occupy the above dwelling, or structure, until an occupancy permit has been issued.*
- *All fees must be paid in the form of Company Check, Bank Certified Check, Bank Card, or Money Order.*
- *We do not accept cash or personal checks.*

**City of Warrensville Heights
Building Department
19700 Miles Road
Warrensville Heights, Ohio 44128**

*Name of Applicant _____ Date _____

* Signature of Applicant _____ Date _____