



DEPARTMENT OF CODE ENFORCEMENT

CITY OF ENGLEWOOD

333 W. NATIONAL ROAD ENGLEWOOD, OHIO 45322
937-836-5106 | FAX: 937-836-7426

PLEASE PRINT

PRE-SALE INSPECTION APPLICATION

SELLER INFORMATION

Address of Property:

Property Owner: Phone #:

Owner's Address (If Different): Alt Phone #:

PROPERTY DETAILS

Fenced Yards must have gates unlocked for inspection

Vacant Occupied Rental

NOTE: OUTSIDE DOG ON PREMISES? YES NO

EXISTING STRUCTURES ON PROPERTY

DECK STORAGE SHED DETACHED GARAGE ROOM ADDITION
PATIO COVER PATIO ENCLOSURE FENCE SWIMMING POOL/HOT TUB
GAZEBO/ARBOR/PERGOLA OTHER STRUCTURE:

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: DATE:

APPLICANT'S SIGNATURE: CLOSING DATE:

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

EMAILED OR MAILED TO:

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.