



CITY OF ENGLEWOOD - Division of Code Enforcement

333 W. National Rd. Englewood, Ohio 45322 (937) 836-5106 - FAX (937) 836-7426

PLEASE PRINT

PRE-SALE INSPECTION APPLICATION

"SELLER" INFORMATION

Address of Property: _____

Property Owner: _____ Owner Ph.# _____

Owners Address
If Different _____ Alt Ph # _____

Realtor _____ Ph.# _____

PROPERTY DETAILS

"Fenced Yards must have gates unlocked for Inspection"

- | | | | | |
|--------------------------------------|-----------------------------------|---------------------------------|-------------------------------------|---|
| <input type="checkbox"/> Vacant | <input type="checkbox"/> Occupied | <input type="checkbox"/> Rental | | |
| <input type="checkbox"/> Residential | <input type="checkbox"/> Single | <input type="checkbox"/> Duplex | <input type="checkbox"/> Apartment | <input type="checkbox"/> Other |
| <input type="checkbox"/> Commercial | <input type="checkbox"/> Office | <input type="checkbox"/> Retail | <input type="checkbox"/> Restaurant | <input type="checkbox"/> Multiple Occupancy |

NOTE: OUTSIDE DOG ON PREMISES? YES NO

EXISTING STRUCTURES ON PROPERTY

- | | | | | |
|--------------------------------------|--|--|--|--|
| <input type="checkbox"/> Deck | <input type="checkbox"/> Storage Shed | <input type="checkbox"/> Detached Garage | <input type="checkbox"/> Porch | <input type="checkbox"/> Room Addition |
| <input type="checkbox"/> Patio Cover | <input type="checkbox"/> Patio Enclosure | <input type="checkbox"/> Gazebo/Arbor | <input type="checkbox"/> Swimming Pool/Hot Tub | |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Wall Sign | <input type="checkbox"/> Ground Sign | <input type="checkbox"/> Tower/Antenna | <input type="checkbox"/> 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 _____ Buyer Ph. # _____

Realtor _____ Ph # _____

Printed Name and Ph. # of Applicant; _____

Applicants Signature: _____ CLOSING DATE _____

****CERTIFICATE OF OCCUPANCY IS TO BE:** Held for Pick Up - 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 a transfer of ownership, Englewood Zoning Regulations, section 1266.07, require 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 Fifty Dollar (50.00) fee, an inspection will be scheduled. At least one (1) 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 Twenty Dollar (\$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.