



REQUEST FOR PRE-SALES INSPECTION

Complete this form and return with payment to Licensing and Inspections
Hours are 9:00 am to 4:30 pm. Application must be received no later than 5 (Five) business days from
the date of offer to sell or listing.

IF PROPERTY IS BEING SOLD "AS IS" BUYER WILL NEED TO SIGN AND NOTARIZE THE ACCEPTANCE FORM

DATE: _____

ADDRESS OF PROPERTY TO BE INSPECTED: _____

NUMBER OF UNITS: _____ PRIMARY RESIDENCE: YES NO

NAME & MAILING ADDRESS OF SELLER (OWNER): _____

NAME OF CONTACT PERSON & PHONE NUMBER: _____

REAL ESTATE AGENT:

PHONE #: _____

EMAIL ADDRESS TO SEND C.O.C. TO: _____

PURCHASER'S NAME & ADDRESS (IF KNOWN): _____

(OFFICE USE ONLY)

AMOUNT PAID _____ RECEIPT # _____

**COST OF INSPECTION IS \$100.00 UP TO 3 UNITS. ADDITIONAL \$25 PER UNIT OVER 3.
CHECK OR MONEY ORDER, PER PROPERTY, MONEY IS NON-REFUNDABLE.
(THIS INCLUDES (1) REINSPECTION, 2ND REINSPECTION FEE IS \$75.00 PER UNIT.
3RD AND SUBSEQUENT REINSPECTIONS ARE \$150.00 PER UNIT.**

PAYMENT AND COMPLETED REQUEST FORM MUST BE RECEIVED PRIOR TO INSPECTION - NO EXCEPTIONS.

**YOU WILL BE NOTIFIED BY PHONE TO ARRANGE FOR AN INSPECTION.
PLEASE MAIL COMPLETED FORM WITH PAYMENT TO:**