



SHAKER HEIGHTS

HOUSING INSPECTION DEPARTMENT

APPLICATION FOR POINT OF SALE INSPECTION

Property to be inspected: \_\_\_\_\_

Type of Dwelling: Single-Family ( ) Two-Family ( ) Duplex ( ) Multi-Family ( ) Condominium ( )

Number of Units: \_\_\_\_\_ Total Number of Rooms: \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_ Number of Bathrooms \_\_\_\_\_

Owner Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone # Home: \_\_\_\_\_ Office: \_\_\_\_\_ Fax # \_\_\_\_\_

Cell/Other: \_\_\_\_\_ Email Address: \_\_\_\_\_

Agent Information (if applicable)

Company Name: \_\_\_\_\_

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone # Home: \_\_\_\_\_ Office: \_\_\_\_\_ Fax # \_\_\_\_\_

Cell/Other: \_\_\_\_\_ Email Address: \_\_\_\_\_

I hereby request the City of Shaker Heights make a Point of Sale (POS) inspection at the property listed above in order to comply with the provisions of Chapter 1415 of the Housing Code. A fee of \$150.00 for the first dwelling unit and \$50.00 for each additional unit in such structure accompanies this application. (Please make all checks payable to: City of Shaker Heights.)

This Application is submitted with the undersigned person's understanding of and agreement with all of the following:

- After the POS inspection is completed, you will receive a "Certificate of Inspection" showing any violations of the Housing Code at this property, or a "Certificate of Compliance" if there are no current violations.
- The Certificate is valid for one year from date of issuance for the purpose of selling or otherwise conveying an interest in this property.
- The seller is required to provide a current Certificate of Inspection or Certificate of Compliance to a prospective buyer prior to execution of a contract of sale or transfer of title, including a Land Contract/Land Installment Contract.
- A "Buyer's Acknowledgement Form," signed by the purchaser confirming receipt of the Certificate of Inspection or Certificate of Compliance, must be returned to the Housing Inspection Department prior to transfer of title.
- The City also requires that within 3 business days of the date of recording of the transfer of title to this property, funds must be deposited into an escrow account with the City's Escrow Agent (FirstMerit Bank) for violations not corrected prior to transfer.
- The Seller or Buyer must establish a POS Escrow Account by filling out and signing the "Escrow Agreement," on the City's Form, and submit it with the City-approved Escrow amount to FirstMerit Bank to be held in an Escrow Account in the name of that person.
- Funds held in escrow are permitted to be disbursed only upon written authorization from the City.
- The owner of this property is responsible for correcting all violations found at the time of inspection within ninety (90) days, irrespective of whether or not the property is on the market.
- The inspection is for the benefit the community, and is not intended to protect the interests of any individual, owner, successor owner or occupant of the property.
- The City assumes no liability or responsibility for any failure to report violations or conditions that may exist, and does not warrant the repairs made pursuant to the inspection.

Name of Applicant: \_\_\_\_\_ (Please print)

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Note: It is the applicant's responsibility to contact the Housing Inspection Department to schedule the inspection.

FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ Receipt Number: \_\_\_\_\_ FORM REVISED 11-24-10