APPLICATION FOR RESIDENTIAL POINT OF SALE INSPECTION

(PRINT OR TYPE)

FEE: $50.00 (cash or check)

PLEASE NOTE: All information contained within this application is public record. The City is obligated to provide a copy to anyone requesting this document for any purpose.

ADDRESS OF PROPERTY ____________________________________________________________

TITLED OWNER(S): ________________________________________________________________

OWNER’S ADDRESS: ________________________________________________________________

EMAIL REPORT TO (optional): ______________________________________________________

HOME PHONE: __________________________ OTHER PHONE: __________________________

REPRESENTATIVE SUBMITTING APPLICATION ON BEHALF OF OWNER: (P.O.A., Realtor, Executor, etc.)

*(AGENTS/OTHERS SIGNING FOR OWNERS must submit written authorization from the property owner when submitting an application.)*

Name: ___________________________________________________________ Relation: _______________________

Company: ________________________________________________________ Phone No.: ______________________

Address: ___________________________________________________________________________________

Email report to (optional): __________________________

TYPE OF DWELLING: Single Family Condominium Two Family Duplex

DOES HOUSE HAVE: Septic System Water Well Sump Pump Underground Sprinkler System

- How Long Have You Owned The House: ______________ Date/Year of Purchase: __________

- House Is Occupied By: _______ Owner(s) or _______ Tenant(s) or _______ Vacant

- Was, or is, the house a rental property? _____NO _____ YES If yes, for how long? ________ Years

- Are you aware of any outstanding violations, previously cited by the City? (previous point of sale inspection, exterior maintenance inspection, or rental inspection) _____NO _____ YES, __________________________

- Is the house currently a public health nuisance? _____ NO _____ YES

THE FOLLOWING QUESTIONS MUST BE ANSWERED:

1. Are you aware of any structural deficiencies in your house? _____NO _____ YES

   If yes, please explain: ______________________________________________________________

2. Do the roofs leak? House Roof _____ NO _____ YES Garage Roof _____ NO _____ YES

   If yes, please explain: ______________________________________________________________

3. Is there water seepage or dampness in the basement or crawl space? _____ NO _____ YES

   If yes, please explain: ______________________________________________________________

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4. Is there a sewer problem or backup into the home? _____ NO _____ YES  
   If yes, please explain: ____________________________________________________________
5. Do all windows in the home open and close properly? _____ NO _____ YES  
   If no, please explain: ____________________________________________________________
6. Has the furnace/boiler been professionally cleaned, serviced and inspected within the last twelve months?  
   _____ NO _____ YES (Receipt for this service must be provided.)
7. Has the air conditioning equipment been professionally cleaned, serviced and inspected within the last twelve months?  
   _____ N/A _____ NO _____ YES (Receipt for this service must be provided.)
8. Has the fireplace(s) in the home been inspected/cleaned within the last twelve months? 
   _____ N/A _____ NO _____ YES (Receipt for this service must be provided.)
9. Is there additional wall or room heating equipment in the home or garage? _____ NO _____ YES 
   Location: ______________________________________________________________
   Has this equipment been cleaned, serviced and inspected within the last 12 months? 
   _____ N/A _____ NO _____ YES (Receipt for this service must be provided.)
10. I have answered these questions to the best of my knowledge _____ YES _____ NO  
   (If No, Explain): ____________________________________________________________

I am aware it is my responsibility, as a seller, to disclose all information I am providing in this application and any violation which is found as a result of this requested inspection.

I understand that the Mayfield Heights Building Department performs a general inspection of my home and property and does not inspect nor certify the home’s roof, drainage system, structural members, mechanical systems nor any area which is not clearly accessible or visible at the time of the inspection.

I hereby request a general point of sale inspection at the above-mentioned property and agree to adhere to all rules, regulations and fees of said inspection as required by the Codified Ordinances of the City of Mayfield Heights.

*AGENTS/OTHERS SIGNING FOR OWNERS 
(P.O.A.’s, realtors for occupied or vacant properties, etc.) must submit written authorization from the property owner when submitting an application.

______________________________ ____________________________     ______________________
Property Owner - Sign Name     Print Name     Date

FOR OFFICE USE ONLY

RECEIPT NUMBER: ________________________         DATE OF INSPECTION: ______________________

09/2019