



TIME OF SALE INSPECTION APPLICATION

City of Columbia Heights | *Community Development*

3989 Central Ave NE, Columbia Heights, MN 55421 ▪ Ph: 763-706-3670 ▪ inspections@columbiaheightsmn.gov
www.columbiaheightsmn.gov

PROPERTY INFORMATION

Property Address: _____

Single Family Condo Duplex Triplex Townhouse

I am the owner of the property I am the Realtor/Representative

PROPERTY OWNER INFO	REALTOR/REPRESENTATIVE INFOR
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Property Owner: _____ Business Name: _____

Contact Name: _____ Contact Name: _____

Address: _____ Address: _____

City: _____ City: _____

State: _____ Zip Code: _____ State: _____ Zip Code: _____

Phone: _____ Phone: _____

Email: _____ Email: _____

GENERAL INFORMATION

Lock Box Number (Only provide if home is empty of all possessions): _____

Closing Date (Provide if known): _____

Report to be provided via: Mail (to the above given address)
 E-mail

FEE SCHEDULE

Inspection fee: \$160 per unit, \$25 for each additional unit after 2

TOTAL DUE

Office use only:	
Date of Application: _____	
\$160/unit paid:	Paid By:
<input type="checkbox"/> Check	<input type="checkbox"/> Owner
<input type="checkbox"/> Card	<input type="checkbox"/> Mgmt. Agent

NOTICE

This permit is good for one year from the date it is issued. This application is for a Time-of-Sale Certificate of Property Maintenance on residential property to be sold or transferred in ownership. **An inspection must be completed prior to transfer of title (closing).** The property can be inspected anytime during the selling process; however, it is recommended that the inspection be done prior to listing/advertising the property for sale.

Arranging for the inspection is the responsibility of the owner or owner's representative and must be present at the time of inspection. If no one can meet the inspector, a lock box code can be given only if the property contains no possessions. Inspections are done to ensure compliance with the city's property maintenance code. If code violations are found there are two options for the seller/buyer to consider.

1. The seller can make all the repairs prior to title transfer.
2. The buyer can assume all work orders through a city approved escrow agreement.

Once repairs have been completed and a re-inspection conducted to verify compliance, or the necessary escrow agreements have been executed with the city, the transfer of title can occur in accordance with city ordinance.

Acknowledgement

The Point-of-Sale inspection is visual in nature and not technically exhaustive. Soil conditions, geological stability, or engineering analysis are beyond the scope and purpose of this inspection but may require an independent inspection by a third-party company.

Determining the presence or absence of radon, safety glass, lead paint, mold, asbestos, or any suspected hazardous substance, including but not limited to toxins, carcinogens, noise, and contaminants in soil, water, and air are beyond the scope and purpose of this inspection.

This inspection is made by the city as a public service and does not constitute any representation, guarantee, or warranty to any person as to the condition of buildings inspected. The city does not intend any reliance to be made on this inspection and does not assume any responsibility or liability in the inspection and Certificate of Property Maintenance.

I hereby apply for an inspection certificate, and I acknowledge that the information and statements above are complete and accurate; that any compliance work will be completed per the codes and ordinances of the City of Columbia Heights; that any transfer of title will be done in accordance with the ordinances of the City of Columbia Heights. The undersigned acknowledges that they have read this application, and that the owner agrees to comply with the applicable provisions of the Columbia Heights code.

Signature: _____ Date: _____