

Report No.: \_\_\_\_\_ Date: \_\_\_\_\_

Receipt No.: \_\_\_\_\_ Fee: \_\_\_\_\_

**Budget Account #01.00.48054**



## THIRD PARTY REPORT OF RESIDENTIAL BUILDING RECORDS (RESALE REPORT)

This report is intended to identify the regularly authorized and legal use, occupancy, and zoning classifications of the property and all other pertinent information relating thereto. One copy of this report will be provided to the Applicant only. The Resale Reports require time for the Town to research your records, zoning and past issues. Please schedule the resale inspection with at least two weeks before closing, so the sale is not impacted.

*TO BE COMPLETED BY APPLICANT*

PROPERTY ADDRESS: \_\_\_\_\_

APPLICANT: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

### PROPERTY INFORMATION

Number of Structures on the Property (including sheds greater than 120 sqft): \_\_\_\_\_

Is there a second living unit on the property?       Yes       No

### PARKING (each space minimum 9' x 19')

Number of Garage Parking Spaces: \_\_\_\_\_      Number of Carport/Deck Spaces: \_\_\_\_\_

Number of Open Driveway Spaces: \_\_\_\_\_ (Surface Material: \_\_\_\_\_)

(Town Ordinance requires all areas used for parking to be paved with either asphalt or concrete)

Note: Ross Valley Sanitary District requires that the seller or buyer must pass a pressure test upon point of sale.

I am the  owner, or  legal agent of the legal owner, of the property listed above. I understand that prior to consummation of sale or exchange of this property, the law requires the seller to obtain a Report of Residential Building Records and deliver this report to the buyer. Prior to closing or transfer, the owner shall obtain from the buyer a written acknowledgment of receipt of the Report of Residential Records (Municipal Code Title 10, Chapter 5, Ordinance 590; California Government Code Section 38780).

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SIGNATURE OF APPLICANT: \_\_\_\_\_      DATE: \_\_\_\_\_