



APPLICATION FOR PRE-SALE INSPECTION

DEPARTMENT OF ZONING

6131 Taylorsville Road
Huber Heights, OH 45424
937.233.1423 Fax 937.233.1272
www.hhoh.org

***Inspection Fee: \$40**

Permit #: _____

Applicant Name (Owner, Realtor, or Agent – circle one)

_____/_____/_____
Closing Date

Address of Property for Sale

_____-_____-_____
Telephone Number(Home, Office, Cell)

Realtor for Owner/Company Name

_____-_____-_____
Telephone Number(Home, Office, Cell)

Property Information (Check All That Apply)

- | | | |
|--|---|---|
| <input type="checkbox"/> Single Family | <input type="checkbox"/> Private Sale | <input type="checkbox"/> Vacant |
| <input type="checkbox"/> Multi-Family | <input type="checkbox"/> Foreclosure/Bank Owned | <input type="checkbox"/> Dog on Premises (Outside Only) |
| <input type="checkbox"/> Condominium | | |

Buyer's Name

Realtor for Buyer/Company Name

_____-_____-_____
Telephone Number

Title Company

_____-_____-_____
Telephone Number

This is to certify that the seller or an authorized representative(s) has/have read the City of Huber Heights Pre-Sale Housing Inspection Application and understands it.

Signature

Date

Print Name

ATTENTION: The closing of any real property in the City of Huber without a valid Pre-Sale Certificate constitutes a violation of the Zoning Ordinance.

FOR ALL RETURNED CHECKS A \$20 PENALTY CHARGE WILL BE LEVIED ON ALL APPLICANTS.

For Office Use Only

Check# _____

Permit #/Type: _____

Staff Initials _____

Receipt# _____

Payment Type: Check/Cash

Zoning District _____

**CITY OF HUBER HEIGHTS
PLANNING AND DEVELOPMENT
6131 TAYLORSVILLE ROAD
HUBER HEIGHTS, OH 45424**

PRE-SALE INSPECTION APPLICATION

Please Read:

1. Following is an excerpt of Chapter 1125.02 of the Huber Heights Zoning Ordinance outlining responsibilities incumbent upon real estate transactions within the City of Huber Heights. Failure to comply with the provisions of such applicable ordinances may result in legal action against the buyer, seller, or any interested party representing same.

CHAPTER 1125.02 CERTIFICATES

Prior to the sale of any real property in this City, the owner or his agent shall schedule an exterior inspection for any violations to either the City's Zoning Code and/or Housing Maintenance Code with the Zoning Office. Upon completion of said inspection, the Zoning Office shall issue a Certificate stating that no exterior zoning and/or housing maintenance violations exist upon the date of inspection if no violations are found. If violations are found, no Certificate shall be issued until the said violations are corrected or the property is otherwise brought into compliance. No person shall sell or receive commission or fee from the sale of any real property in this City without a valid Certificate issued hereunder. (Case #34, 4-4-83) (Ord.83-0-116. Passed 4-4-83) (Ord.94-0-711. Passed 7-11-94)

2. The following procedure has been outlined to provide an understanding of how the Planning and Development Department will assist you to assure compliance with the City Ordinance.
 - a. Upon receipt of a completed pre-sale inspection application and fee of same, an inspection will be scheduled within five days.
 - b. If no violations are found, the owner shall be issued a Pre-Sale Occupancy Certificate for utilization at the closing.
 - c. If violations are found, the current owner(s) or an authorized representative will be advised. While it is the current owner's responsibility to have violations corrected, the new owner may formally assume such responsibility by completing a Transfer of Responsibility Agreement form provided by the Planning and Development Department.
3. The pre-sale inspection is intended solely to establish that a property fully complies with the Zoning and Property Maintenance Code(s) and does not in any manner relate to the construction or soundness of the structure(s).
4. All owners, new owners, realtors, and other interested parties should allow at least five (5) working days for each step as outlined in Section 2 of this procedure.
5. A fee of \$20 will be charged for all inspections of the premises after the first two inspections.