

# Resale **EXEMPTION** Application for Certificate of Occupancy



## SELLER MUST SIGN and COMPLETE - Use BLACK Ink Only

ADDRESS: \_\_\_\_\_ # of Dwelling Units: \_\_\_\_\_ Year Built: \_\_\_\_\_

Dwelling is: Detached  Attached to another dwelling  Duplex (2 units on 1 lot/cannot be sold separately)  Multi-family/Apartments

Is Seller the original owner? YES  ... note **final inspection** date (or temporary occupancy when applicable) for **original construction permit** \_\_\_\_\_

NO  ... note **original ON SITE field inspection** date (NOT validation date) for the most recent **resale report** \_\_\_\_\_

Is there a Purchaser yet? NO  YES  ... note the proposed close of escrow date: \_\_\_\_\_

**I CERTIFY** that I am the legal owner of the property. I also certify that I have made no modifications to the property without a permit for which a permit is required. I have read and acknowledge the Instructions to Seller and Purchaser section below. I am aware this application **fee is non-refundable**.

SELLER's Signature \_\_\_\_\_ Print Name \_\_\_\_\_

➤ **NOTE:** This **MUST** be the authentic/"wet" signature of the legal owner. If a FAX or otherwise copied signature is submitted, this application is invalid and will NOT be processed.

If OWNER-OCCUPIED, check here . Otherwise, provide SELLER'S MAILING ADDRESS (**other than** the resale site or agent's office) :

Seller's Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Date: \_\_\_\_\_

AGENT's Name (please print): \_\_\_\_\_ Voice Mail #: \_\_\_\_\_

Agency Address \_\_\_\_\_ Agency Ph #: \_\_\_\_\_

## OFFICE USE ONLY

CO # EX Received by: \_\_\_\_\_ Date: \_\_\_\_\_ Fee \$: \_\_\_\_\_ Research Assigned to: \_\_\_\_\_

### RESALE CERTIFICATE OF OCCUPANCY

When this Certificate is properly validated below by the Building Official or legal representative, it indicates that the Building Inspection office records show that (a) there are no outstanding permits and/or reports on file, and that (b) this property is eligible for EXEMPTION from the resale inspection process PROVIDED the date of the close of this sale or exchange is within five (5) years of the following:

Original on site field inspection date for most recent Certified Resale Report \_\_\_\_ / \_\_\_\_ / \_\_\_\_ CO# \_\_\_\_\_ (Copy attached)

Is property a Designated Low Price Unit? NO  YES  and eligible for sale. YES  and **NOT** eligible for sale UNTIL : \_\_\_\_\_

**CERTIFICATE VALIDATED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

This Certificate is valid for this Seller for 5 years from last resale inspection **OR** the Seller modifies the property without a permit for which a permit (including inspection and final clearance) is required.

### INSTRUCTIONS TO SELLER AND PURCHASER

Any resale Certificate of Occupancy issued for this Exemption application will automatically be voided if the close of sale does not occur within five (5) years from **either** the date of the completed on site inspection for a previous finalized resale report **or** the date of final inspection (temporary occupancy when applicable) for the original construction of the dwelling unit. Office staff will research the files and verify the pertinent date (at the Certificate section on this form) and also provide one copy of the most recent previous resale Report of Deficiencies (if any).

1. The Seller must provide the Purchaser with a copy of the most recent resale Report of Deficiencies (if any).
2. The Seller must obtain the Purchaser's signature at the line below acknowledging the limitations of this exemption as well as the receipt of a copy of the most recent finalized resale Report of Deficiencies (if any).
3. A copy of this form that has been signed by the Purchaser (on the line provided below) must be submitted to the Building Inspection Office.  
Submittal may be ANY TIME prior to close of sale, **BUT NOT LATER THAN five (5) working days after the sale or exchange.**

**PURCHASER'S ACKNOWLEDGEMENT STATEMENT:** My signature below indicates my acknowledgement of all of the contents of this form and receipt of a copy of the most recent previous resale Report of Deficiencies (if any) including acceptance of the contents of any such Report.

SIGNATURE OF PURCHASER \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ Date of Close \_\_\_\_\_