



**REAL PROPERTY
INSPECTION
APPLICATION**

City of El Monte
11333 Valley Boulevard
El Monte, CA 91731
(626) 580-2050
(626) 443-3935 Fax

APPLICANT STATEMENT

I have read and understand the attached conditions and, after completing the application form and paying the required fees, hereby request a property inspection and the issuance of a Pre-Sale Real Property Report for the property described as:

_____, El Monte, CA

(ASSESSORS PARCEL NUMBER: _____)

Commercial Property

☐

Residential Property

☐

It is highly recommended that the owner/applicant secure Tax Assessor records for this. This will assist us in completing a more accurate report. This is especially helpful with older structures, or properties constructed prior to annexation (in the 1960's) into the City of El Monte.

1. Identify one (1) contact person only to work with city staff.

Name: _____ Telephone Number _____

{ } Agent { } Seller { } Buyer { } Other: _____

2. Premises Vacant? YES / NO Access Key Code: _____

3. Are there any dog(s) at the site? YES / NO

4. How many existing units? _____

5. If Multiple Units/Addresses, please list them all. _____

6. Proposed new use: (if applicable) _____

Report can be emailed to you, upon completion.

Please Provide email address: _____

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ESCROW INFORMATION

7. _____
Escrow Company Name Escrow File Number
8. _____
Print Escrow Agent Name
9. _____
Mailing Address Number and Street City, State, Zip
10. (H) _____ (W) _____ (CELL) _____ (FAX) _____
Agent's Telephone Numbers

BUYERS INFORMATION

11. _____
Print Buyer(s) Full Name(s)
12. _____
Mailing Address Number and Street City, State, Zip
13. (H) _____ (W) _____ (CELL) _____ (FAX) _____
Telephone Numbers

BUYERS LISTING AGENT INFORMATION

14. _____
Real Estate Company Name
15. _____
Print Real Estate Agent Name
16. _____
Mailing Address Number and Street City, State, Zip
17. (H) _____ (W) _____ (CELL) _____ (FAX) _____
Agent's Telephone Numbers

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PROPERTY OWNER'S INFORMATION

18. _____

Print Owner(s) Full Name

19. _____

Mailing Address Number and Street

City, State, Zip

20. (H) _____ (W) _____ (CELL) _____ (FAX) _____

Telephone Numbers

SELLERS LISTING AGENT INFORMATION

21. _____

Real Estate Company Name

22. _____

Print Real Estate Agent Name

23. _____

Mailing Address Number and Street

City, State, Zip

24. (H) _____ (W) _____ (CELL) _____ (FAX) _____

Agent's Telephone Numbers

City of El Monte, E.M.M.C., Chapter 17.16 (Occupancy Inspection Program)
Section 17.16.040,H: In issuing a property inspection report, neither the Building Official nor the Building Division warrant or represent that all outstanding code violations are stated therein. Code deficiencies identified in each property inspection report represent the Building Official's and the Building Division's best attempt to identify all outstanding violations, but do not necessarily represent an exhaustive listing of all outstanding violations. The failure of the Building Official and/or the Building Division to identify a code violation in the property inspection report shall not prevent the City from taking all legal action available to it to cause such violation to be corrected, including but not limited to the issuance of a criminal citation.

Section 17.16.040, J: Each applicant shall deliver the property inspection report to the appropriate party (e.g. to the prospective buyer, transferee, renter, lessee, or other prospective user or occupant, whichever the case may be) and within fourteen (14) calendar days thereafter shall deliver to the Building Division a delivery confirmation receipt evidencing the successful delivery of the property inspection report.