

EAST CLEVELAND BUILDING/HOUSING DEPARTMENT
14340 EUCLID AVENUE RM#6
EAST CLEVELAND OH 44112
PHONE (216) 681-2082 * FAX (216) 681-2386

PRE SALE INSPECTIONS

WHY: City of East Cleveland ordinance mandates that any real property sold within the city must have a Point of Sale Inspection and Obtain a Certificate of Inspection signed by the Chief Building/Housing Commissioner, prior to transfer of title to a new owner. Property must conform to minimum Housing Code Standards.

FEE: Cost of inspection is one hundred fifty (\$150.00) dollars for single family dwelling containing one unit and for each additional unit, fifty dollars (\$50.00) **EXAMPLE:** two- family dwellings two hundred (\$200.00). The city's Housing Department performs all Point of Sale Inspections for one (1), two (2) and three (3) family dwellings.

There is a fee scale for multi-family and commercial properties. The city's Building Department performs Point of Sales Inspections for multi-family and commercial property. For multi family structures containing four (4) to fifteen (15) dwelling units there shall be a base fee of one hundred fifty dollars per building (\$150.00) plus fifty (\$50.00) per unit. For structures containing 16 or more there shall be a base fee of three hundred dollars (\$ 300.00) per building plus fifty dollars (\$50.00) for each unit thereafter not to exceed three thousand dollars (\$3,000.00) for any one dwelling unit structure/building. For business units the fee shall be two-hundred (\$200.00) multiplied by the number of business units in the structure. For business units over 3,000 square feet the fee shall be \$ 500.00. And for all structures containing both dwelling units and business units the fee shall be \$ 50.00 multiplied by the number of dwelling units plus \$ 200.00 multiplied by the number of business units, but not to exceed \$ 3,000.00. **PAYMENT METHOD: MONEY ORDER; CASHIER CHECK; CARD CREDIT VISA/MASTER CARD) NO EXCEPTIONS!**

There is an additional fee of \$25.00 for each re-inspection after the first two inspections within the six month period that the certificate is valid.

WHEN: You should apply for a Point of Sale Inspection when you list your house for sale, so as to eliminate rushing or last minute details which may arise to delay closing. Allow at least ten (14) business days from date of application for receipt of inspection notice.

WHAT: The Point of Sale Inspection is based on property being compliance with the 1999 Building Officials & Code Administrators Property Maintenance Code (B.O.C.A.) and the 2000 National Electric Code (NEC).

WHERE: Appointments for Pre Sale inspections can be made after applications are completely filled out and the fee has been paid. An agent and/or owner **MUST BE PRESENT AT THE TIME OF INSPECTION.** The application must have the following information:

1. Name and current address of legal owner of record. NO P.O. BOX
2. Name and current address of buyer. NO P.O. BOX OR FEDERAL ID #
3. Name and current address of Title Company and Contact Person
4. Complete signatures.

Properties can be sold "AS IS" but the following conditions **MUST** be met prior to issuing of Certificate of Inspection

1. Submit original notarized Affidavit to Building/Housing Department
2. Submit copy of Purchase Agreement to Building/Housing Department
3. Only the Building/Housing Department's can grant compliance time frame for notarized Affidavit (180 DAYS COMPLIANCE)
4. Submit copy of Buyers Drivers License and Social Security Card Identifying last four (4) digits

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APPLICATION FOR PRE SALE INSPECTION

DATE: _____ PROPERTY ADDRESS: _____
 NUMBER OF DWELLING UNITS: _____

ALL FOUR (4) SECTIONS MUST BE COMPLETED

OWNER (S) NAME:		
OWNER (S) ADDRESS:		
CITY:	STATE:	ZIP:
HOME PHONE:	WORK PHONE:	

PLEASE COMPLETE

BUYER'S NAME:		
BUYER'S ADDRESS:		
CITY:	STATE:	ZIP:
HOME PHONE:	WORK PHONE:	

REAL ESTATE CO:			
BANK, MORTGAGE CO: OR TITLE CO. ETC.			
REAL ESTATE ADDRESS:			
CITY:	STATE:	ZIP:	
OFFICE PHONE:	OFFICE FAX:		
TITLE CO:			
TITLE CO. ADDRESS:	CITY:	STATE:	ZIP:
OFFICE PHONE:	OFFICE FAX:		

I understand that City's Inspections is a routine general inspection. The city assumes no liability or responsibility for failure to report violations that may exist, and makes no guarantee whatsoever, since there may be further violations which may arise in the future, or which may be determined by a licensed electrician, plumber, or other specialist at the expense of the person requiring such inspection.

Please return application with a Check or Money Order payable to the City of East Cleveland.

 DATE

 Owner/Agent Signature: (SIGN/PRINT)

Point-of-Sale (POS)

Due Diligence Checklist

Property Address: _____

Seller: _____ Phone: _____

Buyer: _____ Phone: _____

Title/Escrow Company: _____

Phone: _____ Email: _____

Listing Realtor: _____ Phone: _____

Selling Realtor: _____ Phone: _____

Check Type of Structure:

- ↑ Single Family
- ↑ Double/Two-Family
- ↑ Multi-Family
- ↑ Apartment Building – Number of Units _____
- ↑ Commercial

Purchase Price: _____

Last Date of Transfer: _____

CHECK SLUM & BLIGHT
Line Item # 2260.2410.5313

GRASS ASSESSMENT
Line Item # 1110.1500.4152

the Following information is required for sign-offs of a POS

the following six items 9 items are the city's responsibility to be completed within 10 days

- 1) Application for Point-of-Sale – completed in full with all contact information
 - Seller as reflected in Cuyahoga County Auditors records [1,2,3,4,5,6,7,8,9,10,11]
 - Buyer as reflected in purchase agreement [1,2,10,11]
 - Title company [1,2]
 - 2) Copy of Purchase Agreement
 - Seller as reflected in Cuyahoga County Auditors records, or per power of attorney see item 11 [1,2,3,4,5,6,7,8,9,10,11]
 - Buyer as reflected in purchase agreement, POS application see item 11 [1,2,10,11]
 - 3) Residential building sketches –Cuyahoga County Auditor [1,2,3,4,5,6,7,8,9,10,11]
 - Statement of use per county
 - 4) Cuyahoga County Record of ownership [1,2,3,4,5,6,7,8,9,10,11]
 - 5) Water Status Report [1,2,3,4,5,6,7,8,9,10,11]
 - 6) Copy of Point-of-Sale Inspection Report [1,2,3,4,5,6,7,8,9,10,11]
- Items 7, 8, & 9 may not be available have to check file
- 7) Current Certificate of Authorized Occupancy [1,2,3,4,5,6,7,8,9,10,11]

- If single family
 - 8) Current Certificate of Occupancy –number of units, businesses [1,2,3,4,5,6,7,8,9,10,11]
 - Check number and kind
 - 9) Any existing Buyer's Affidavit assuming violations [1,2,3,4,5,6,7,8,9,10,11]
 - Seller as reflected in Cuyahoga County Auditors records, or per power of attorney
 - Buyer as reflected in purchase agreement, POS application
- Items 10 & 11 are to be supplied when property is ready for transfer by the buyer or seller
- 10) Buyer's Affidavit –
 - Seller as reflected in Cuyahoga County Auditors records, or per power of attorney [1,2,3,4,5,6,7,8,9,10,11]
 - Buyer as reflected in purchase agreement , POS application [1,2,10,11]
 - 11) If Buyer or seller is an entity, a copy of the following documents:
 - Articles of Incorporation or Articles of Organization
 - Operating Agreement
 - Tax Identification Number issued by Internal Revenue Service
 - Certificate of Good Standing issued by the State
 - Authorization to execute Buyer's Affidavit
 - Copy of driver's license and social security number of the individual executing the Buyer's Affidavit

Ready for Transfer provided proper sign offs

- 1) Close-out Certificate or Conditional Close-out Certificate required to transfer and/or release funds
- 2) When corrections have been completed a Close-out Certificate or Conditional Close-out Certificate will be issued
- 3) At this time owner may apply for a certificate of Authorized Occupancy per 1347 or a certificate of Occupancy per 1349



Brandon King
MAYOR

The City of East Cleveland

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Department of Building and Housing

STATE OF OHIO

AFFIDAVIT

COUNTY OF CUYAHOGA

RE: _____
Address _____
Street _____
City/State/Zip Code _____

TO WHOM IT MAY CONCERN:

1. MY name is _____
2. My current address is _____
3. My current telephone and e-mail address is _____
4. The last four digits of my social security number are _____
5. My date of birth is _____
6. I hereby acknowledge receipt of the attached "Notice of Violations" for the above referenced premises that I intend to purchase.
7. I agree to accept the property in its present condition and assume responsibility for correcting all violations stated in the Notice of Violation within six (6) months of the date of sale.
8. I will purchase all required permits prior to beginning any work correcting the violations.
9. I will call (216) 681-2415 to schedule a re-inspection upon completion of the corrections to this property. **I WILL NOT** transfer this property until all violations have been corrected to the satisfaction of the East Cleveland Building Department.

FURTHER AFFIANT SAYETH NAUGHT.

Signature of Affiant _____

Subscribed to and sworn to before me on this _____ of _____ 2017

Notary Public
Commission Expires _____