



University Heights Point of Sale Inspection Information

Following are the most commonly asked questions regarding our point of sale inspection and procedures:

- Q. When should I obtain a point of sale inspection?
- A. We advise a point of sale inspection as soon as possible to avoid last minute complications. The inspection is good for one year from the initial inspection date; transfer of title must occur within that time period. If the inspection expires before transfer of title, a new inspection must be performed.
- Q. How do I obtain an inspection?
- A. The owner of the home must complete application for the inspection, and submit a check in the amount of \$75.00 for a single family home and \$125.00 for a two family home. An appointment can be set up at that time also. This can be done through the mail or in person Monday thru Friday between 8:00am and 4:00pm at 3962 Silsby Road.
- Q. Can my real estate agent obtain the inspection for me?
- A. Yes, with a copy of the signed listing agreement.
- Q. Do I have to be present while the inspection takes place?
- A. No. You may authorize your agent, a relative or a friend (over 18 years of age) to be present when the inspector is at your home. They must remain at the home the entire time the inspector is there.
- Q. During what hours are appointments available and how long does the inspection last?
- A. The inspection appointments are made between the hours of 8:30am and 3:00pm. The inspection takes approx. 1 to 2 hours.

- Q. When will I receive the report?
- A. A typewritten report will be mailed within 10 business days.
- Q. How long do I have to correct violations?
- A. Ordinance states that violations must be corrected within 30 (thirty) days of the date of the report. However, the building department grants requests for extensions on a “progress-made” basis.
- Q. Do I have to correct any or all of the violations, or can I sell the home with violations?
- A. The buyer(s) can assume any or all violations.
- Q. What procedures are necessary for this?
- A. The owner is responsible for obtaining a re-inspection to verify any corrections. The buyer(s) must sign an “assumption form”, available from our office, and funds must be escrowed to cover the cost of correction of any outstanding violations. Upon receipt of the signed assumption form and a letter of verification from the escrow company stating the amount of funds held for violation correction, the building department will issue a “transfer release” (usually to the escrow company) stating that our requirements are met and releasing the property for transfer.
- Q. How is the amount of the funds to be held determined?
- A. Ideally, written estimates submitted for the violation correction will help in determining the amount to be held. However, many times this is not possible due to time constraints or weather conditions. As a result, when need be, the building commissioner or his assistant will determine the amount that would be acceptable to the city.
- Q. What if all violations are corrected?
- A. The owner is responsible for obtaining a re-inspection to verify any corrections. Afterward, a “certificate of completion” is mailed to the homeowner.

If you have any questions or concerns that are not addressed here, please call our office at 932-7800, Monday thru Friday between the hours of 8:00am and 4:00pm. Thank you.

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