



City of Lynwood
COMMUNITY DEVELOPMENT
Building and Safety Division
11330 Bullis Road
Lynwood, Ca. 90262
(310) 603-0220 ext 289

IN ORDER TO SERVE YOU BETTER, PLEASE HAVE A COMPLETE APPLICATION AND ALL THE DOCUMENTATION REQUIRED ALONG WITH THE APPLICATION.

APPLICATIONS WILL NOT BE PROCESSED AND REPORTS WILL NOT BE RELEASED, IF ANY DOCUMENTATION IS MISSING NO EXCEPTIONS

- Applications must be fully completed (Original wet signature's are required).
- E-mail addresses are required for all parties on application to receive Report when completed.
- Property must be in escrow. (If property is bank owned application may be submitted prior to opening of escrow).
- **Private Sale/Transfer (without escrow), transferor and transferee are jointly responsible to submit application to the City.**
- Must provide a copy of Recorded Grant Deed/Trustee's Deed (Articles of Incorporation needed if ownership is under Corporation or LLC and Trust Agreement needed if ownership is under a Trust).
- To prevent delays listing agent only attach a copy of your active City of Lynwood business license along with the application. You may obtain City business license by calling (310) 928-1639 or <http://Lynwood.HdlGov.com>. (License must be issued to listing agents name not under Company or Broker's name).
- Bank owned properties representative must submit a copy of the listing letter/email.
- If applicable, the authorized agent signing on behalf of the owner must provide a notarized letter of authorization or power of attorney along with the application.
- If property is Bank Owned, Foreclosed, Abandoned or Vacant must be registered with the City of Lynwood. (Property Registration fee \$470.00, subject to increases) (Ask for an application).
- **Pre-Sale/Transaction** Real Property Report fee is nonrefundable if cancellation is requested.
- The report can take up to three (3) business work weeks to be completed (Monday thru Thursday) and shall be valid for a period not to exceed four (4) months from the date of issuance.
- **Pre-Sale/Transaction Real Property Report Fee \$276.00, subject to increases. Effective 7-01-2018**
NO COMPANY/ NO PERSONAL CHECKS
Payment must be made with Cash, Money Order, Cashier Check, Debit card, Visa or Master Card.
(NOTE: If paying with credit card additional service fees may apply)
- **Pre-Sale/Transaction Real Property Report should be pulled with all required inspections and corrections completed, all fees (utilities, inspections, interests and penalties) paid prior to the property being sold/transferred. If the report is not being pulled, inspections not ordered, corrections not being completed or fees not being paid, Buyer shall assume all responsibilities and liabilities to complete the process and pay for all fees. No Utility accounts can be opened until the process is complete and payment is made.**
- **Real Estate Brokers , Escrow and Title Companies, which fail to advise and require Seller and Buyer to pull the Pre-Sale/Transaction Real Property Report shall be subject to have their business licenses revoked by the City.**

If you have any questions or need additional information, please call the Building and Safety Division at (310) 603-0220 ext 289 Monday through Thursday 7:00 a.m.-6:00 p.m. (Closed Friday)



City of Lynwood
COMMUNITY DEVELOPMENT
Building and Safety Division
11330 Bullis Road
Lynwood, Ca. 90262
(310) 603-0220 ext 289

PRE-SALE/TRANSACTION REAL PROPERTY REPORT APPLICATION PRIOR TO ENTERING INTO AN "AGREEMENT OF SALE" OF RESIDENTIAL PROPERTY, THE OWNER OR AUTHORIZED REPRESENTATIVE SHALL MAKE APPLICATION TO THE CITY OF LYWOOD FOR THE PRE-SALE/TRANSACTION REAL PROPERTY REPORT (ORDINANCE 1280)

In accordance with Ordinance No. 1280 of the City of Lynwood, I the owner /Agent, hereby make application for the Pre-Sale/Transaction Real Property Report on the property described below.

The Community Development Department, shall review all pertinent city records and inspect from a position external to, or at pertinent entrance or window of residential building structures (garage and other non- residential structure may be entered during inspection), the subject premises, for the purpose of ascertaining compliance with relevant zoning regulations, and ascertaining that major structural addition, motion, modifications and alterations apparent during inspection have been made with the required permits. The records to be reviewed include those of utility change in order to ascertain delinquent utility bills.

The owner(s) applicant or his/her authorized agent(s) warrants that he/ she has a fee ownership interest in the subject property and hereby gives permission to the city staff to perform an inspection of the subject property as described above.

The City of Lynwood disclaimed any liability from the failure of such inspection and report to detect or disclose a building or zoning code violation as well as the existence of delinquent utility charge, and the city does not waive any right, by preparing and issuing this report, to require at any time the full compliance with appropriate building and zoning codes or to require payment in full of any delinquent utility charges. **Buyer/Transferee will assume full liability of any uncorrected code violations and any unpaid utility bills (water, sewer and/or trash) and other bills.**

The Owner(s) and applicant(s) should be aware and understand that any violation identified during the inspection will require corrections regardless of a change ownership, or change of circumstances by the owners, the owner's agent, or other person involved.

The report can take up to three (3) business work weeks to be completed (Monday thru Thursday) and shall be valid for a period not to exceed four (4) months from the date of issuance. The report fee is set by Master Fee FY 2018-2019 at \$276.00 each separate lot or parcel requires a separate report. The fee is subject to increases.



City of Lynwood
COMMUNITY DEVELOPMENT
Building and Safety Division
11330 Bullis Road
Lynwood, Ca. 90262
(310) 603-0220 ext 289

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/Transaction Real Property Report described as:

_____ Lynwood, Ca. 90262

(Assessors Parcel Number) APN: _____

*

Owner (seller) Signature _____

Print Full Name _____

Date _____

*

Owner (seller) Signature _____

Print Full Name _____

Date _____

If you are the representative of the owner (seller), you must submit a notarized letter of authorization or Power of Attorney. Bank own representatives, need to submit a copy of the listing agreement along with the application (no exceptions)

Print Full Name

Signature

Date

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

Name: _____

Tel: _____

E-mail _____

() Agent () seller () buyer () Agent Assistant () Other _____

2. Premises Vacant () Yes () No

Access Code? _____

3. Are there any dog(s) at the site? () Yes () No

4. **How many existing unit(s)?** _____

5. **If multiple units/Addresses, please list them all.:**

OFFICE USE ONLY (NEED THE FOLLOWING DOCUMENTS)

1. Need to check business license _____

6. Need to check for property registration _____

2. Need copy of grant deed _____

7. Need articles of Corp. _____

3. Need authorization letter _____

8. Listing Agreement _____

4. Need business license _____

9. Realtor Business License Expired- need to renew _____

5. Need Property Registration _____

10. Other _____



City of Lynwood
COMMUNITY DEVELOPMENT
Building and Safety Division
11330 Bullis Road
Lynwood, Ca. 90262
(310) 603-0220 ext 289

PROPERTY OWNER (S) INFORMATION

COMPLETE INFORMATION IS REQUIRED

*

Print Owners(s) full name

*

Mailing Address number and street suite/apt no.

City State Zip code

*

E-mail address (print clear)

*

(w) _____ (Cell) _____

LISTING AGENT INFORMATION

COMPLETE INFORMATION IS REQUIRED

All listing agents are required to have a Business License with the City of Lynwood.

The Building & Safety Division will not release any reports if you do not have your City Business license on file.

A hard Copy of your City of Lynwood Realtor Business License must be attach to the application

*

Print Real Estate Company Name

*

Print Real Estate Agent Full Name **(must be the same agent on the City Business License)**

*

Mailing Address number and street suite/apt no.

City State Zip code

*

E-mail address

*

(w) _____ (Cell) _____



City of Lynwood
COMMUNITY DEVELOPMENT
Building and Safety Division
11330 Bullis Road
Lynwood, Ca. 90262
(310) 603-0220 ext 289

ESCROW INFORMATION
COMPLETE INFORMATION IS REQUIRED

* _____ / _____
Print Escrow Company Name Escrow File Number

* _____ / _____
Print Escrow Officers Name closing date

* _____
Mailing Address number and street suite/apt no.

City State Zip code

* _____
E-mail address

* (w) _____ (Cell) _____

BUYERS INFORMATION
COMPLETE INFORMATION IS REQUIRED

* _____
Print Buyer(s) Full Name

* _____
Mailing Address number and street suite/apt no.

City State Zip code

* _____
E-mail address

* (w) _____ (Cell) _____



City of Lynwood
COMMUNITY DEVELOPMENT
Building and Safety Division
11330 Bullis Road
Lynwood, Ca. 90262
(310) 603-0220 ext 289

BUYER'S AGENT INFORMATION
COMPLETE INFORMATION IS REQUIRED

*

Print Real Estate Company Name

*

Print Real Estate Agent Full Name

*

Mailing Address number and street suite/apt no.

City State Zip code

*

E-mail address

*

(w) _____ (Cell) _____