

Town of Corte Madera
300 Tamalpais Dr.
Corte Madera, CA 94925
p: (415) 927-5062

[THIS BOX FOR DEPARTMENT USE ONLY]

Report No. _____

Date Submitted: _____

Fee Receipt No. _____

APPLICATION FOR REPORT OF RESIDENTIAL BUILDING RECORD

Please remit \$130.00 fee at time of application. You may mail the resale form with payment to the address listed above, or email to buildingpermit@cortemadera.gov. A link to pay online by credit card will be provided at the time of application. **Turnaround time on Residential Building Record reports is approximately 10 business days.**

Prior to the sale or exchange of any residential building or residential site in the Town, the owner or his authorized agent shall obtain from the Town a Report of Residential Building Record showing the regularly authorized use, occupancy and zoning classifications of such property and all other pertinent information relating thereto. [Ord. 601 § 1 (part), 1973]

Fire Inspections: All properties located in the designated Wildland Urban Interface(WUI) zone also require a Fire Inspection (with the exception of Condos and Townhouses unless the entire building is being sold.) If a Fire Dept. Inspection is needed, please add \$211 to the total payment amount. Submission of this form authorizes and grants permission to the Fire Inspector to conduct the inspection at the listed address. For information on Fire Dept. Resale requirements, go here: CentralMarinFire.org/resale.

ADDRESS (or APN if no address) of the **RESIDENTIAL SITE** to be reported on:

Property Owner Name: _____

Property Owner Address: _____

Listing Broker: _____ Business License #: _____

To apply for or renew a Corte Madera Business license, call (415) 481-0988

I, the APPLICANT, certify that I am the OWNER or OWNER'S AUTHORIZED AGENT and that I am requesting from the Town of Corte Madera a Report of Residential Building Record for the property herein identified. I further certify that all information contained in this application is true and accurate to the best of my knowledge and belief.

PRINTED name of Applicant: _____

(Number)

(Street)

Mailing address of Applicant: _____
(City) (State) (Zip)

Telephone Number(s) of Applicant: (_____) _____ (_____) _____

E-mail Address: _____

Applicant Signature: _____ Date: _____

This Report of Residential Building Record is to be:

- ☐ Picked up at the Town of Corte Madera Planning & Building Office.
- ☐ Mailed to the Applicant.
- ☐ E-mailed to the Applicant.

Property Address: _____

Property APN: _____ No. of Documented Dwelling Units on Property: _____

Property Zoning Classification(s): _____ Property Occupancy Classification(s) per building code: _____

Special Conditions attached to Property (Variances, Conditional Use Permits, etc.): _____

[illegible]

Date Report Issued: _____ By: _____

- This report does not address compliance with Town of Corte Madera Zoning Ordinance provisions such as setbacks, lot coverage, parking requirements, etc. Any such Zoning questions should be directed to the Planning Division.
- The issuance of this report shall not constitute a representation by the Town that the property or its present use is, or is not, in compliance with the law. This report does not purport to constitute a full disclosure of all material facts affecting the property or the desirability of its sale.
- For information about flood zone locations please refer to FEMA Flood Insurance Rate Maps (FIRMs) for Marin County, or visit MarinMap.org

In accordance with Section 15.30.030 of the Corte Madera Municipal Code, the owner or his authorized agent shall deliver this report to the buyer or transferee prior to the consummation of sale. Additionally, any title insurance company or other escrow handling the sale or exchange of town residential property shall, prior to closing the sale or transfer, obtain from the buyer a written acknowledgment of the receipt of the Report of Residential Building Record.