



Village of Berkeley
Pre-Sale Property Transfer/Inspection Report

Applicant/Owner: _____ **Phone:** _____

Pre-Sale Address: _____ **Email:** _____

Residential Commercial Apartment (Choose One)

Does the property currently have a fire sprinkler system: (Choose One) yes no

Person to be at inspection: _____ **Phone:** _____

Property Owner: _____ **Phone:** _____

The person signing this form warrants that the submitted information is true, accurate, and complete and acknowledges that the Village will rely on the information in processing the request for pre-sale approval.

I hereby authorize the Village of Berkeley's Building and Zoning Department to make an onsite inspection of the building/premise located at the address indicated at the top of this form.

Owner Signature: _____ **Date:** _____

Paid (cash or certified funds only): \$ _____

Pre-Sale Inspection Date: _____

MSD Inspection Date: _____

Fire Department Inspection Date: _____

100's	
50's	
20's	
10's	
5's	
1's	
Coin	
Total:	

Inspections scheduled in Calendar? Yes _____ No _____ Verified by: _____

- ☐ Vacant Property Registration (Yes/No/NA)
- ☐ Plat of Survey Rec'd _____ (date)
- ☐ MLS Listing Rec'd _____ (date)
- ☐ Presale Inspection paid for _____ (date)
- ☐ Presale Inspection scheduled for _____ (date)
- ☐ MSD Inspection scheduled for _____ (date)

- Notes/Phone calls

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