



CITY OF BROOK PARK

BUILDING DEPARTMENT | 5590 Smith Road | Brook Park | Ohio | 44142

Email BuildingDept@cityofbrookpark.com

Office 216.433.7412

2026 CERTIFICATE OF TITLE TRANSFER | ORD. 1323.03(B)

TO OBTAIN A CERTIFICATE OF TITLE TRANSFER: Once a Re-Occupancy Inspection has been initiated with and conducted by the Building Dept. and a Violation Report issued, *if the Buyer intends to assume a Violation Report for transfer*, they must submit a Certificate of Title Transfer to the Building Dept. prior to closing. (ALLOW 3-5 BUSINESS DAYS FOR PROCESSING)

ALL REQUESTS MUST BE MADE USING CURRENT CALENDAR YEAR FORMS. WE DO NOT "HOLD" DOCUMENTS, INCORRECT/INCOMPLETE REQUESTS WILL BE RETURNED

PROPERTY ADDRESS	☐ Residential Property ☐ * Commercial Property		ZONING CODE	
PROPERTY TO BE	☐ Owner Occupied ☐ Tenant Occupied ☐ Unoccupied		# OF ADULTS	# OF CHILDREN
* PROPOSED BUSINESS NAME		* TYPE OF BUSINESS	* # OF EMPLOYEES	
BUYER / TENANT NAME				
PHONE #		EMAIL		
STREET ADDRESS (If different than above)		CITY	ZIP	
The title company will need a copy of your Certificate of Title Transfer, we will email a copy if the following is provided:		CLOSING DATE		
TITLE COMPANY		CONTACT NAME		
EMAIL				

COMPLETE THE FOLLOWING SECTION ACCORDINGLY - Continue on back if additional space required -		DATE OF VIOLATION REPORT	
VIOLATION # FROM REPORT		DATE VIOLATION WILL BE CORRECTED	
		ANTICIPATED ACTION TO CORRECT VIOLATION	
		DATE VIOLATION WILL BE CORRECTED	
		ANTICIPATED ACTION TO CORRECT VIOLATION	
		DATE VIOLATION WILL BE CORRECTED	
		ANTICIPATED ACTION TO CORRECT VIOLATION	
		DATE VIOLATION WILL BE CORRECTED	
		ANTICIPATED ACTION TO CORRECT VIOLATION	

The undersigned does hereby: 1. Acknowledge receipt of the Re-Occupancy Inspection Violation Report. 2. Understand, an exterior, plain view inspection was conducted, and the City assumes no liability/responsibility for failing to report violations that may exist, and there is no guarantee future violations will not occur. 3. Understand, to avoid further action, ACCORDING TO THE TERMS OUTLINED ON THE CERTIFICATE OF TITLE TRANSFER REQUEST, any/all violations must be corrected and receive a compliant inspection by the City of Brook Park Building Department, to receive a Certificate of Re-Occupancy. 4. Agree to secure any/all Permits, Contractor Registrations and Inspections necessary to correct the Violation Report, and attain safe, code compliant, habitable living conditions at the property 5. Understands The City of Brook Park and its employees are released from any claim/demand the undersigned may have in the event that repairs are more than anticipated

BUYER / TENANT SIGNATURE		DATE	
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REVISED 11.09.2022

