



The City of Azusa

Real Property Records Report – Presale Inspection

PLEASE BE ADVISED OF THE FOLLOWING:

Per 14-326 Azusa Municipal Code - Real Property Record Report (RPRR) (Presale-Inspection) requires the following:

1. **Prior to entering into an agreement of sale of any property**, the owner or his/her authorized representative shall obtain from the city a real property records report application form.
2. The completed inspection of the real property records report shall be delivered by the property owner or the authorized designated representative of the owner to the buyer or transferee of the property **prior to the execution of the agreement of sale**. The buyer or transferee shall execute a receipt therefore as furnished by the city, and the receipt shall be delivered to the Community Improvement Division as evidence of compliance with this section.
3. Please note: The Azusa Municipal Code allows for **10 business days** for the city process application, conduct the inspection and issue a report to the requesting party. The 10 business days are counted after receipt of a complete application form of RPRR and a payment.
4. **Information for Real Estate Agents** - Please note that the listing or sale of real property within Azusa is considered business activity and both listing and selling agents are required to obtain a business license. A California Department of Real Estate license does not act as a city business license.

The issuance of the real property records report is not a warranty or representation by the city that the property or its present use is or is not in compliance with the law. The city does not represent or warrant that the information contained in the report will always be complete and accurate, and all persons receiving the report should independently verify the information contained therein before relying upon it. Neither the enactment of this article nor the preparation of and delivery of any report required under this article shall impose any mandatory duty upon the city to completely and accurately report the information from its records or impose any liability upon the city for any errors or omissions contained in the report.

Contact us if you have any questions:

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CITY OF AZUSA

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Office Hours: Monday – Thursday
From 7:00 am to 5:30 pm

CONSENT TO INSPECT PRIVATE PROPERTY

The undersigned herein consents to the City of Azusa Community Improvement Division Inspector(s) right of entry to inspect all yard areas and building exteriors, pursuant to the Real Property Records Report Ordinance, to determine whether or not said property complies with local and state codes related to said property.

The undersigned herein states that he/she is in lawful possession or control of the property designated below, or has the authority to act in the owner(s) behalf and in their absence.

PROPERTY TO BE INSPECTED: *Specific areas, rear and side yards, garage(s), accessory building(s), and common areas.*

ADDRESS: _____

UNITS: _____ ACCESSORY BUILDING(S): _____

Any dogs in yard? _____ Gates locked? _____

CONSENTING PARTY

NAME: _____ SIGNATURE: _____

OWNER: _____ OWNER(S) AGENT: _____

Condominium/Townhouse	\$100.00
Vacant/Unimproved Land	\$201.00
Single Family Dwelling	\$201.00
Multi-Family Dwellings-per parcel (+\$11.00 per additional unit)	\$201.00+
Commercial Properties	\$201.00

CITY OF AZUSA
APPLICATION FOR REAL PROPERTY RECORDS REPORT

Property Address: _____

Assessor Number: Mapbook: _____ Page: _____ Parcel: _____

Number of:

Off-Street Parking Spaces: _____ Covered Garage Spaces: _____ Carports: _____ Striped parking spaces: Standard
 Compact: _____ Handicapped: _____ Loading: _____ Total: _____ None: _____ Total number of houses/apartments on
 property: _____ Number of commercial/industrial units: _____ (attach a list of occupants business names)

Year built: _____ Note: For multiple buildings constructed at different times show each buildings year of
 construction on plot plan.

Total residential square footage: _____

Total commercial/industrial square footage: _____

Number and type of accessory buildings: _____ (i.e. storage buildings, garages, guest houses, etc.)

Are there any underground storage tanks on the property? _____ (Note: Show location, size and use on plot plan)

Does the residence have smoke detectors and a carbon monoxide device? _____ (Residential property only)

Have you constructed any buildings, patio covers, carports or other structures? _____

Have you installed or made any of the following improvements?

Installed Central Air Conditioning/Heating: _____ When: _____

Re-roofed any building: _____ When: _____

Changed or upgraded electrical service: _____ When: _____

Added any windows or skylights: _____ When: _____

Installed security bars or grills over windows: _____ When: _____

Please complete a Plot Plan (does not apply to condominiums/townhouses) showing the following information: (1) all Buildings (including storage sheds and garages). (2) Size of all buildings (outside dimensions). (3) Distance of all exterior building walls from property lines and other buildings. (4) All fences and heights. (5) All patio covers and awnings. (6) Pools or jacuzzis. (7) Striped parking spaces. (8) Outdoor storage areas. (9) Size and location of all signs, including freestanding signs and wall painted signs (Commercial properties only). (10) Location and size of all landscaped planter areas (Commercial properties only). (11) Location, size, and use of any underground tanks. (12) Label each structure (i.e., house, apartments, garage, storage room, office, warehouse, patio cover, awnings, carport, etc.).

SEE EXAMPLE

Property sold by representative/agent: _____

Address: _____ Telephone: _____

Owner/Seller Name: _____

Address/City/Zip Code: _____

Telephone: (Home): _____ (Work) _____

Please indicate which method and contact info you want to use to handle the completed Real Property Record Report:

Call for pick-up: _____

Mail to: _____

PLOT PLAN

OWNER: _____ PROPERTY ADDRESS: _____

MAILING ADDRESS: _____ TELEPHONE NO: _____

CITY: _____ STATE: _____ DATE: _____

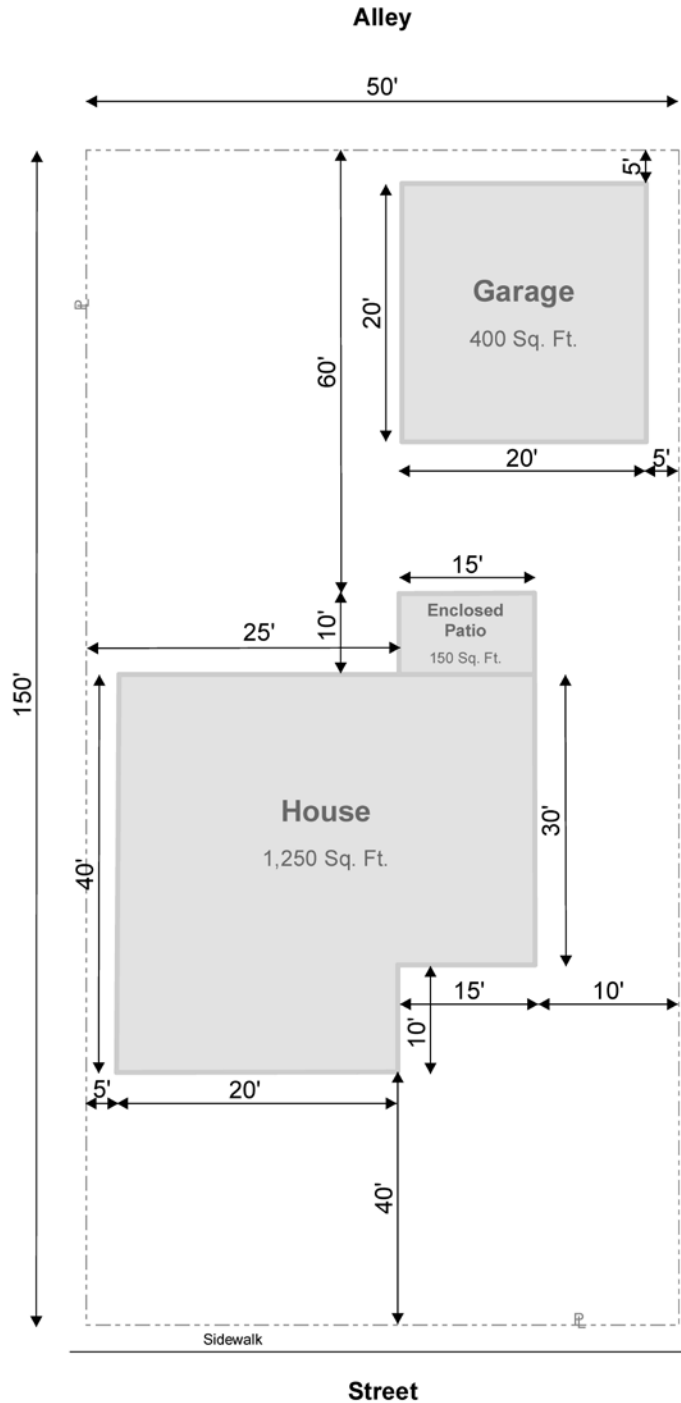
NOTE: SHOW ALL EXISTING ON SITE IMPROVEMENTS. SKETCH MAY BE FREEHAND. HOWEVER, TRY TO BE NEAT AND CLEAR. ALL DIMENSIONS NEED TO BE ACCURATE.



Plot Plan "Example"

- Exterior Measurements Only -

Property Address: _____



PL = Property Line

The plot plan will show:

1. The size and shape of the lot.
2. Abutting streets and alleys
3. Location and size of all existing structures and driveways.
4. Distances of the structures from all property lines and from other buildings on the property.
5. Direction of North arrow

NOTE: Plot Plan does not have to be drawn to scale

