



# 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.

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.

**Information for Real Estate Agents** - Please note that the listing or sale of real property within Azusa is considered business activity. Both listing agent & broker, and selling agent & broker are required to obtain a business license. A California Department of Real Estate license does not act as a city business license. For more information or to apply online visit:

<https://azusaca.gov/1158/Real-Estate-Brokers-and-Agents>

Contact us if you have any questions:

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# CITY OF AZUSA

Community Improvement Division

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[www.AzusaCA.gov](http://www.AzusaCA.gov)

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 exterior, 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: \_\_\_\_\_

\*\* Call before Inspection: Contact Name: \_\_\_\_\_

Phone NO.: \_\_\_\_\_

For Office Use Only

Title	
HdL	
Adfine	
Central	
Digital	
Assessor	
Application	
Hanging File Scan	
Bldg Scan	
Other	

Condominium/Townhouse	\$107.00
Vacant/Unimproved Land	\$215.00
Single Family Dwelling	\$215.00
Multi-Family Dwellings-per parcel	\$215.00+
(+\$12.00 per additional unit)	
Commercial Properties	\$215.00

**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:** \_\_\_\_\_ **DRE LIC #** \_\_\_\_\_

**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:** **Person's Name** \_\_\_\_\_ **Phone No.** \_\_\_\_\_

**Email to:** \_\_\_\_\_

**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.

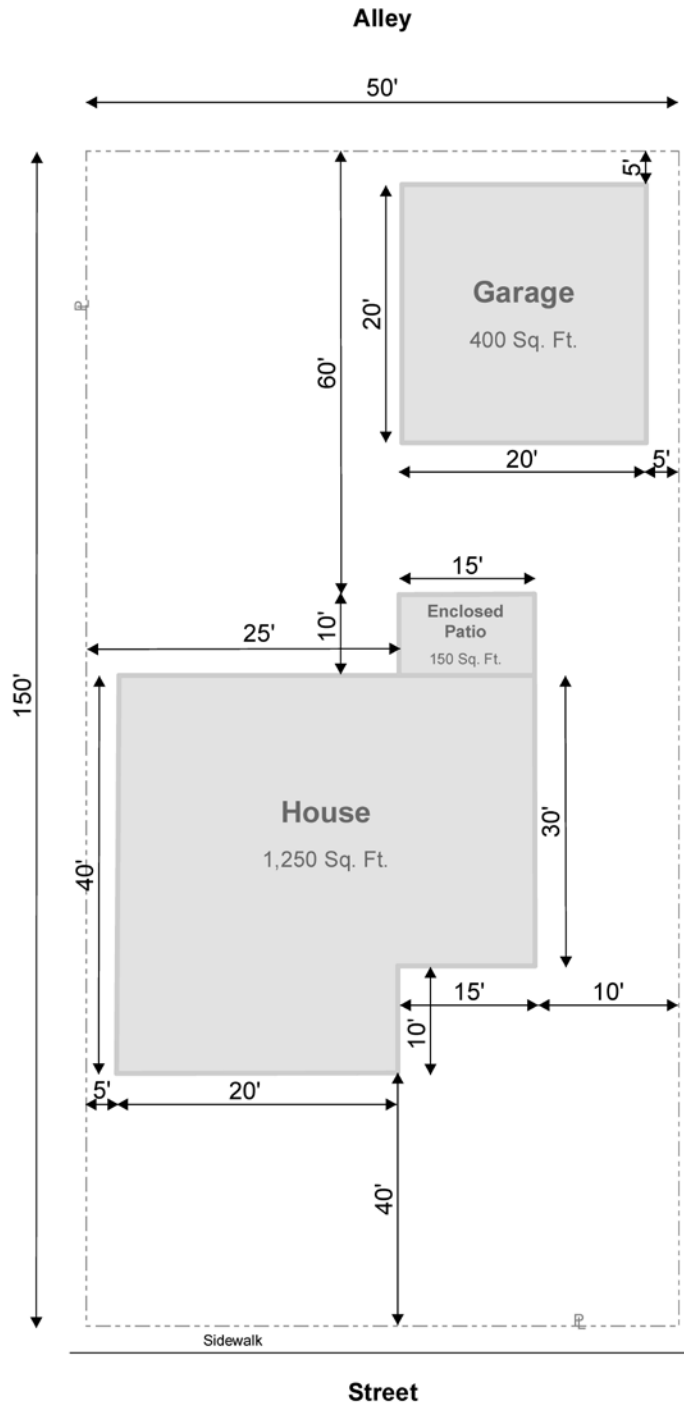
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# Plot Plan "Example"

- Exterior Measurements Only -

Property Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



P = 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

