



**City of Azusa**  
 Community Improvement Division  
 213 E. Foothill Blvd., Azusa, CA 91702  
 Office Hours: Monday – Thursday 7:00 a.m. to 5:30 p.m.

**REAL PROPERTY RECORDS REPORT – PRESALE INSPECTION**

**PLEASE BE ADVISED OF THE FOLLOWING:**

Per 14-326 Azusa Municipal Code - Real Property Records 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 (RPRR) application form.
2. The completed inspection of the RPRR 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 to process the application, conduct the inspection and issue a report to the requesting party. The 10 business days are counted after receipt of the complete RPRR application - signed *Consent to Inspect* form and process of 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. The agent & broker representing the seller, and the agent & broker representing the buyer 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>. Business License Division can be reached at 626-812-5249.

Type	Fee
Condominium/Townhome	\$127
Vacant/Unimproved Land	\$255
Single Family Dwelling	\$255
Multi-family Dwelling - per parcel	\$255
additional cost per unit	\$14
Commercial Property	\$255

**Should you have any questions please feel free to contact the  
 Community Improvement Division  
 Phone: 626-812-5265 / Email: [communityimprovement@azusaca.gov](mailto:communityimprovement@azusaca.gov)**

For payment instructions please see page 3.

*Keep this page for informational purposes*

# CITY OF AZUSA

## REAL PROPERTY RECORDS REPORT APPLICATION

Property Address: \_\_\_\_\_  
 Assessor Parcel Number: \_\_\_\_\_ Year built: \_\_\_\_\_  
 Number and type of accessory buildings: \_\_\_\_\_  
 (i.e. storage buildings, garages, guest houses, etc.)  
 Have you constructed any buildings, patio covers, carports or other structures? \_\_\_\_\_  
 Are there any underground storage tanks on the property? \_\_\_\_\_

**For Residential Dwellings** - Total number of houses/apartments on property: \_\_\_\_\_

Does the residence have smoke and carbon monoxide detectors? \_\_\_\_\_

**For Commercial Buildings** - Number of commercial/industrial units: \_\_\_\_\_ (attach a list of occupants/business names)

### APPLICANT INFORMATION

Owner's/Seller's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Current Address: \_\_\_\_\_  
 Representative/Agent: \_\_\_\_\_ DRE# \_\_\_\_\_  
 City of Azusa Business License # \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Broker: \_\_\_\_\_ DRE# \_\_\_\_\_  
 City of Azusa Business License # \_\_\_\_\_ Phone#: \_\_\_\_\_  
 Agent's email: \_\_\_\_\_ Broker's email: \_\_\_\_\_

**Once the report is complete to whom should the report be emailed to (print clearly)?**

Name: \_\_\_\_\_ Email: \_\_\_\_\_

### 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.

**Any dogs in yard?** \_\_\_\_\_ **Gate(s) locked?** \_\_\_\_\_ **Gate/Lockbox code** \_\_\_\_\_

### CONSENTING PARTY – ONLY ONE SIGNATURE IS REQUIRED

Owner: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Agent: \_\_\_\_\_ Signature: \_\_\_\_\_

### OFFICE USE ONLY

Title		Central		Hanging		Other	
HDL		Assessors		Building		Date Rcv'd	
Case#		RPRR#				Due Date	



**Payment can be made via check or credit card**

**To pay by check, mail application & check, payable to:**

City of Azusa  
Attn: Community Improvement Division  
213 E. Foothill Blvd.  
Azusa, CA 91702

**To pay by credit card:** Sign and complete this form to authorize the City of Azusa to make a one-time debit to the credit card listed below and email application and form to:

**communityimprovement@azusaca.gov**

**CITY OF AZUSA - ONE TIME CREDIT CARD PAYMENT AUTHORIZATION FORM**

AZUSA PROPERTY ADDRESS: \_\_\_\_\_

CARDHOLDER NAME: \_\_\_\_\_

PLEASE PRINT

PHONE: \_\_\_\_\_

CARDHOLDER SIGNATURE: \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_  VISA  MASTER CARD  DISCOVER

BILLING ADDRESS: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

CARD NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ AMOUNT: \$ \_\_\_\_\_

SECURITY CODE (back of card): \_\_\_\_\_

**2% processing fee will be charged on all credit and debit card payments.**

By signing this form I give the City of Azusa permission to charge the credit/debit card for the amount indicated plus a 2% processing fee. This is permission for a single transaction only and does not provide authorization for any additional unrelated debits or credits to the account. I certify that I am an authorized user of this credit/debit card and that I will not dispute the payment with my credit card company/bank.

**A COPY OF YOUR DRIVER'S LICENSE OR ID MUST ACCOMPANY THIS FORM**

This is to protect you, the cardholder, from possible fraud. Thank you.

Copy of ID/Driver's license

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