



# City of New Hope Community Development

4401 Xylon Ave N • New Hope MN 55428 • Phone: 763-531-5127 • Fax: 763-531-5136 • ci.new-hope.mn.us

## Point of Sale Permit Inspection

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

### Property Owner

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

### Realtor/Representative *Owners may designate a realtor/agent/representative to act on their behalf*

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Lock Box Number if Vacant \_\_\_\_\_

Closing Date \_\_\_\_\_

Permit # \_\_\_\_\_

Received Application \_\_\_\_\_

Received Payment \_\_\_\_\_

*For Office Use*

### Fee Schedule

Point of Sale	\$160.00
Duplex	\$320.00 (\$160.00 per unit)
Multi Family	\$160.00 for first unit, \$20.00 for each additional unit

### Fees

<b>Fees Due Upon Application</b>	
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### Notice

Permit is good for one year from date issued. This application is for a Point of Sale Certificate of Property Maintenance on residential property to be sold or transferred in ownership. An inspection must be completed prior to transfer of title (closing). The property can be inspected anytime during the selling process, however, it is recommended that the inspection be done prior to listing/advertising the property for sale.

Arranging for the inspection is the responsibility of the owner or owner's representative. The owner or owner's representative must be present at time of inspection. If no one is able to meet the inspector, a lock box code can be given only if the property contains no possessions. Inspections are done to ensure compliance with the city's property maintenance code. If code violations are found there are two options for the seller/buyer to consider:

1. The seller can make all the repairs prior to title transfer.
2. The buyer can assume all work orders through a city approved escrow agreement. Once repairs have been completed and a re-inspection conducted to verify compliance, or the necessary escrow agreements have been executed with the city, the transfer of title can occur in accordance with city ordinance.

I hereby apply for an inspection certificate and I acknowledge that the information above is complete and accurate; that any compliance work will be completed per the codes and ordinances of the City of New Hope; that any transfer of title will be done in accordance with the ordinances of the City of New Hope. The undersigned acknowledges that they have read this application, and that the owner agrees to comply with the applicable provisions of the New Hope code.

Applicant is  Owner  Realtor/Representative

Rental Property  Yes  No

➡ Signature \_\_\_\_\_

Date of Application \_\_\_\_\_

➡ Print Name \_\_\_\_\_

### Payment *Make checks payable to City of New Hope or complete information below*

Name (print) \_\_\_\_\_ Signature \_\_\_\_\_

Billing Address \_\_\_\_\_

Credit Card Account Number \_\_\_\_\_ Expiration Date \_\_\_\_\_



## Point of Sale Permit Inspection

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### Additional Information for Point of Sale Inspection

The Point of Sale inspection is visual in nature and not technically exhaustive. Soil conditions, geological stability, or engineering analysis are beyond the scope and purpose of this inspection, but may require an independent inspection by a third party company.

Determining the presence or absence of radon, safety glass, lead paint, mold, asbestos, or any suspected hazardous substance, including but not limited to toxins, carcinogens, noise, and contaminants in soil, water, and air are beyond the scope and purpose of this inspection.

This inspection is made by the city as a public service and does not constitute any representation, guarantee, or warranty to any person as to the condition of buildings inspected. The city does not intend any reliance to be made on this inspection and does not assume any responsibility or liability in the inspection and Certificate of Property Maintenance.

After your home is sold, remember to call the following utility companies for final billing and to cancel service:

- City of New Hope Utility Billing Department (763-592-6760)
- Electric Utility
- Gas Utility
- Telephone Service
- Cable Service
- Garbage Hauler