



# APPLICATION FOR CERTIFICATE OF INSPECTIONS

CITY OF CLEVELAND HEIGHTS, DIVISION OF INSPECTIONAL SERVICES

I hereby request the City of Cleveland Heights make a Point-of-Sale inspection at the property listed below in order to comply with the provisions of Chapter 1329 of the Housing Code.

**A fee of \$200.00 for the first dwelling unit and \$50.00 for each additional unit in the structure accompanies the application.**

*(All checks or money orders are to be made payable to the City of Cleveland Heights)*

**If mailing application please call to schedule appointment and please allow 3 or more days before calling at 216-291-5900.**

This application is tendered with the understanding of, agreement with, the following:

- You have the constitutional right to refuse entry by City inspectors to conduct the inspection without a search warrant, in which event the City may apply for a search warrant to a court of competent jurisdiction to gain entry to conduct the inspection.
- The inspection is valid for one year from the initial inspection date for the purpose of selling or otherwise conveying an interest in this property.
- The seller is required to provide the initial Certificate of Inspection to a prospective purchaser prior to execution of contract of sale.
- The Acknowledgement Form signed by the purchaser acknowledging receipt of the initial Certificate of Inspection must be returned to the Division of Inspectional Services prior to transfer of title.
- The City requires funds be held in escrow for any Class "A" violation not corrected prior to transfer. The amount to be retained shall be 125% of the estimates from the City of Cleveland Heights Inspectional Services Division.
- The owner is responsible for correcting all violations found at the time of inspection within ninety (90) days, irrespective of whether or not the property sells, unless extended for good cause.
- The purpose of the inspection is to benefit the community at large and is not intended to protect the interests of any individual, owner, successor owner or occupant of the property.
- The City assumes no liability or responsibility for failure to report violations that may exist, and does not warrant the repairs made pursuant to the inspection.

**NOTE: ONLY OWNERS OR AGENTS / APPLICANTS ARE PERMITTED TO SCHEDULE INSPECTIONS  
PLEASE PRINT.**

DATE OF APPLICATION \_\_\_\_\_

Vacant: Yes or No      ADDRESS OF PROPERTY TO BE INSPECTED \_\_\_\_\_

TYPE OF STRUCTURE       SINGLE  COACH HOUSE  CONDO  TWO-FAMILY  THREE-FAMILY  
 MULTI FAMILY APT. # OF UNITS: \_\_\_\_\_  COMMERCIAL # OF UNITS: \_\_\_\_\_

NAME OF PROPERTY OWNER \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

STATE \_\_\_\_\_ ZIP \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_

OWNER E-MAIL ADDRESS \_\_\_\_\_

REAL ESTATE AGENT \_\_\_\_\_ REALTY COMPANY \_\_\_\_\_ MAILING ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_

ZIP \_\_\_\_\_ PHONE # \_\_\_\_\_ FAX # \_\_\_\_\_ E-MAIL \_\_\_\_\_

APPLICANTS NAME \_\_\_\_\_ SIGNATURE OF APPLICANT \_\_\_\_\_

## CONSENT TO ACCESS PROPERTY

I, the undersigned responsible party (owner, occupant, or agent for the property owner) of the property described herein, do hereby consent to entry upon said property, at a reasonable time and to the extent necessary, by the City of Cleveland Heights and its officers, employees, and/or agents for the purpose of inspecting said property, pursuant to Chapter 1329 of the Codified Ordinances, for compliance with the City's Housing and Building Codes. I further certify that I have authority to grant access to said property.

Signature of Responsible Party \_\_\_\_\_

Name of Responsible Party (please print) \_\_\_\_\_

I AM THE:      OWNER      OR      OCCUPANT      OR      AGENT FOR PROPERTY OWNER

Telephone Number \_\_\_\_\_

Date \_\_\_\_\_

CREDIT \_\_\_\_\_ CASH \_\_\_\_\_ CHECK NUMBER \_\_\_\_\_

DATE OF INSPECTION

TIME

INSPECTOR