

# CITY OF ALLENTOWN

## Pre-Sales Inspection Procedure

In an effort to protect and improve the public health and safety of our residents and community, anyone who offers their property for sale or title transfer, whether voluntary or involuntarily, must have their property inspected for compliance with the City of Allentown Property Rehabilitation and Maintenance Code and the Zoning Ordinance. If you are selling your property, please follow these simple steps to ensure you are complying with these requirements. We appreciate your cooperation as we strive to improve the quality of life in our great city.

1. **Request for Inspection:** Within **5 business days** of offering their property for sale, (this includes Real Estate Agent listings, For Sale by Owner, Wholesale, Auction, Tax Sale, and Sheriff Sales) a seller or their agent must request and pay for the Pre-sale inspection from the City of Allentown. The application can be printed form from the City's website and mailed in or by an in-person application to the Building Standards and Safety Department on the 3rd Floor of City Hall.
2. **Fees:** The cost of the inspection is **\$100.00 for up to and including 3 units and \$25.00 for each additional unit, payable with check or money order, (cash is not accepted), FEES ARE NON-REFUNDABLE.** The inspection fee includes one re-inspection to allow for corrections up to 30 days from the original inspection. If a 2<sup>nd</sup> re-inspection is needed, there will be a charge of **\$75.00/unit** with any subsequent re-inspections after of **\$150.00/unit**.
3. **Inspection Report:** Upon completion of the inspection, the public officer will prepare an inspection report outlining the code, permit and zoning violations. This report is valid for **1 year** from the date of inspection. If the report is expired, another inspection must be performed for an additional fee.
4. **Correction of Code Violations:**
  - a. If the property is compliant, a **Certificate of Compliance** will be issued by the public officer to the current seller indicating Code Compliance and will be good until it is listed for sale again with new buyers.
  - b. If violations **are** found upon initial inspection, the Seller has options:
    - i. Correct the violations prior to the transfer of title; or
    - ii. An Acceptance form must be received by the department, at least 3 days prior to the transfer of the property. The form will include a signed *Notarized statement* including the Buyer's name, contact information and Settlement date. The acceptance form will acknowledge that the buyer received the Inspection Report and that they are willing to assume responsibilities by abating the code violations **by the next re-inspection date. If violations are not completed at the time of re-inspection, the buyer will be assessed reinspection fees and any enforcement action, if necessary. The Seller must provide a copy of the Inspection Report to the Buyer.** Once all work is complete, the public officer will issue a **Certificate of Compliance**.
    - iii. No exceptions will be made if property transfers and a Presale inspection was not requested or completed. Both parties are subject to enforcement actions and fees charged by the Department for Non-compliance.

*If you have any questions, please contact the Bureau of Building Standards and Safety at 610-437-7694 or obtain further information on the city website under Forms & Applications, Building Standards and Safety, [www.allentownpa.gov](http://www.allentownpa.gov)*

**Program Effective January 1, 2018**