

CITY OF ALLENTOWN

Pre-Sales Inspection Procedure

Program Effective January 31, 2008

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 transfers title, whether voluntarily 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 (five) business days** of offering their property for sale, a seller must contact the Bureau of Building Standards and Safety at **610-437-7694** to request an inspection.
2. **Fees:** Sellers are responsible to pay the applicable inspection fee of \$100 per property at the time they request the inspection. This fee includes a free re-inspection, with a \$35 charge for each additional re-inspection thereafter. Sellers may submit an application to the Bureau providing sufficient proof of economic hardship. If approved, the fees shall be paid for at time of transfer of title.
3. **Pre-Sales Inspection Report:** Upon completion of the inspection, the public officer will prepare a Pre-Sales Report outlining the code and/or zoning violations. The Pre-Sales Report is valid for 1 year from the date of inspection.
4. **Correcting Code Violations:**
 - a. If no violations are found upon inspection, the public officer will issue a Certificate of Occupancy to the seller indicating **Code & Zoning** compliance.
 - b. If violations are found upon inspection, the seller has two options:
 - i. Correct the violations prior to the transfer of title. Notify the Bureau and the public officer will then re-inspect the property and issue a Certificate of Occupancy; or
 - ii. Provide a copy of the **Pre-Sales Inspection Report** to the buyer. The buyer is responsible for executing a notarized statement indicating they received the Pre-Sales Report, and that they agree to begin abating the violations within **30 days of purchase**. If the property is a single-family, owner occupied, primary residence, the buyer has 6 months from the date of purchase to correct the violations. The public officer will then re-inspect the property and issue a Certificate of Occupancy indicating code compliance.
5. **Buyers Information Report:** Buyer must report the transfer information of **Name, Address, Closing Date and future use of property**. The information must be sent or faxed within **3 days of settlement to Bureau of Building Standards**.

PHONE: 610-437-7694 OR FAX: 610-437-7693

www.allentownpa.gov