

CITY OF ALLENTOWN

Pre-Sales Inspection Procedure

Program Effective January 1, 2018

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, 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 fees. The cost of inspection is **\$100.00 for up to and including 3 units and \$25.00 for each additional unit, payable with check or money order, FEES ARE NON REFUNDABLE.** The inspection fee also includes one re-inspection. A 2nd re-inspection if needed is **\$75.00/unit** with any subsequent re-inspections **\$150.00/unit**. Sellers may submit an application to the Bureau providing sufficient proof of economic hardship. If approved, the fees shall be paid for at the time of transfer of title.
3. **Buyer Notification Report:** Upon completion of the inspection, the public officer will prepare a Buyer Notification Report outlining the code and/or zoning violations. This report is valid for **1 year** from the date of inspection.
4. **Correction of Code Violations:**
 - a. If no violations are found upon inspection, a **Certificate of Compliance** will be issued by the public officer to the seller indicating Code compliance.
 - b. If violations are found upon inspection, the seller has two options:
 - i. Correct the violations prior to the transfer of title. Once work is complete notification can be made to the Bureau and the public officer will then re-inspect the property and issue a **Certificate of Compliance**; or
 - ii. Provide a copy of the Buyer Notification Report to the buyer. The **BUYER IS RESPONSIBLE** for executing a *Notarized statement* indicating they received the Buyer Notification 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 Compliance**.
5. **Buyer Information Report:** The buyer **MUST** report the transfer information to the Bureau of Building Standards and Safety **within 3 business days of settlement**. Information needed includes: Name and Address of the owner, Closing date and the intended future use of the property.

If you have any questions, please contact the Bureau of Building Standards and Safety at 610-437-7694. You may also obtain further information on the city website under Forms & Applications, Building Standards and Safety, www.allentownpa.gov