



CITY OF ALLENTOWN
BUREAU OF BUILDING STANDARDS & SAFETY
 435 HAMILTON ST- 3RD FLOOR
 ALLENTOWN, PA 18101

(OFFICE USE ONLY)

ACCOUNT # _____

AMOUNT PAID _____

RECEIPT # _____

RESIDENTIAL PRESALE INSPECTION APPLICATION

SUBMIT THIS APPLICATION WITH PAYMENT TO THE BUREAU OF BUILDING STANDARDS & SAFETY

MONDAY – FRIDAY 8:00 AM – 4:30 PM. APPLICATION MUST BE RECEIVED NO LATER THAN FIVE (5) BUSINESS DAYS FROM THE DATE OF OFFER TO SELL.

YOU MAY ALSO APPLY ONLINE USING OUR CSS PORTAL – CSS.ALLENTOWNPA.GOV

TODAY’S DATE: _____

DATE OF SETTLEMENT: _____

ADDRESS OF PROPERTY BEING SOLD

OF UNITS

SELECT ONE:

PRIMARY RESIDENCE

RENTAL PROPERTY

IS PROPERTY BEING SOLD AS-IS: YES NO (Note: Inspection required regardless of selection)

(IF YES, BUYER MUST SIGN AND NOTIARIZE THE ACCEPTANCE FORM)

NAME & MAILING ADDRESS OF SELLER (OWNER):

OWNER’S FULL NAME

ADDRESS

PHONE NUMBER

EMAIL ADDRESS

OWNER’S AUTHORIZED REAL ESTATE AGENT

NAME

AGENT’S PHONE NUMBER

EMAIL ADDRESS TO SEND THE CERTIFICATE OF COMPLIANCE: _____

APPLICANT’S SIGNATURE: _____

COST OF INSPECITON IS \$100.00 UP TO THREE (3) UNITS. ADDITIONAL \$25 PER UNIT OVER THREE (3).

CASH, CHECK OR CARD, PER PROPERTY, **MONEY IS NON-REFUNDABLE OR TRANSFERABLE.**

FEE INCLUDES ONE (1) INITIAL INSPECTION AND (1) RE-INSPECTION.

COST FOR ANY ADDITIONAL INSPECTIONS:

2ND RE-INSPECTION FEE IS \$75.00 PER UNIT

3RD AND SUBSEQUENT REINSPECTIONS ARE \$150.00 PER UNIT.

PAYMENT AND COMPLETED FORM MUST BE RECEIVED PRIOR TO INSPECTION-NO EXCEPTIONS.

YOU WILL BE NOTIFIED BY PHONE TO ARRANGE FOR AN INSPECITON.