



BUILDING AND SAFETY DEPARTMENT  
Phone: (310) 605-5509 / Fax Line: (310) 605-5598  
[www.comptoncity.org](http://www.comptoncity.org)

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IMPORTANT NOTICE

**REPORT OF RESIDENTIAL SALE**

ORDINANCE

It is the intent of Council to protect the unwary buyer of residential property against undisclosed Municipal and Building Code violation on the property.

Per Section 14-2.3 of the Compton Municipal Code, the intent of the Council is to assure that the grantee of a residential building in the City is furnished a report of matters of City record pertaining to the authorized use, occupancy, zoning, classification and code violation of real property prior to sale or exchange.

**Prior to entering into an “agreement of sale”, “sale” “probate” or “exchange” of any residential building, the owner or his authorized representative shall apply for and obtain from the Building Department of the City of Compton, a Report of the Residential Building Records in accordance with the Compton Municipal Code. The Residential Building Record shall indicate regularly authorized use, residential building record, occupancy and zoning classification of such property.**

**The report shall be delivered by the owner or the authority representative of the owner to the buyer or transferee of the residential building prior to the execution of the contract of the sale or exchange.**

***The buyer or transferee shall execute a receipt, as furnished by the City and said receipt shall be delivered to Building and Safety by the owner or authorized representative as evidence of compliance with the provisions of the Chapter.***

Per section 14-2.4, the inspection fee shall be **\$129 for each single family dwelling and \$105 for each unit of a multi-family dwelling.**

## RESIDENTIAL BUILDING RECORD APPLICATION/PROCEDURE

**RESIDENTIAL BUILDING-** Residential building shall mean any improved property, designed or permitted to be used for dwelling purposes situated in the City and shall include the building or structures located on such improved property.

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**REQUIRED:** Prior to entering into an agreement of sale or exchange of any residential building, the owner (if sold by owner, broker, agent or his authorized representative shall apply of the Building Code violations from Building and Safety.

**Such report shall be valid for a period not to exceed six (6) months after the date of issuance.**

**FEE :** The investigation and inspection services shall be \$129 for each single family dwelling, and \$105 for each unit of a multi-family dwelling.

### **APPLICATION / PROCEDURE**

1. After completing the application and paying the required fee(s), the applicant will be required to schedule an inspection online utilizing the USERNAME AND PASSWORD set up by the applicant that is linked to the Business License Account. **No inspections will be made over the telephone.**
2. In order for the inspector to conduct the inspection, there must be an owner, occupant, lock box combination, or authorized representative over 18 years of age on the property at the time of the inspection.
3. It is the responsibility of the applicant to provide access to the area to be inspected: All interior and exterior space, inspection to include all rooms and closets, garage, storage rooms and sheds on property.
4. The report typically will be prepared and available for pick up within 48 hours following the approved inspection after 1:30 pm, in the Department of Building and Safety or 48 hours after the receipt of all AS-IS notarized documentation (including Correction Notice(s)). **\$75 Fee due upon receipt.**
5. If you wish to have the inspector's final report mailed, please indicate when completing the initial application process.
6. It is the responsibility of the owner or authorized representative to deliver the Report of Residential Building Record to the buyer or transferee of the residential building **prior to the execution of an escrow agreement** or any document of title pertaining to the property.

### **VIOLATIONS AND PENALTIES**

Any person violating any of the provisions of the section shall be guilty of a **misdemeanor** as provided in chapter 1-6, of the Compton Municipal Code.

# FAQs

## PRESALE INSPECTION

### 1. What is it?

- a. A required inspection by the City of Compton. Per Section 14-2.3 of the Compton Municipal Code, the intent of the Council is to assure that the grantee of a residential building in the City is furnished a report of matters of City record pertaining to the authorized use, occupancy, zoning, classification and code violation of real property prior to sale or exchange
- b. Fees for the investigation and inspection services required by the provisions of subsection **14-2.3** of this section shall be collected by the Chief Building Inspector. Such fees shall be sufficient to reimburse the City for the expenses incurred for such investigations or inspections of each dwelling unit but in **no case shall be less than \$129 for a single family dwelling and \$105 for each unit of a multi-family dwelling.** (Added by Ord. #1527, § 8128.1; Ord. #1800, §1; Ord. #1817, § 2; Ord. #1902, § 1)

### 2. Who can apply?

- a. A realtor or a broker with a current City of Compton business license
- b. The property owner with an escrow letter stating no listing professional will be involved. (sale by owner)

### 3. Steps to apply.

- a. Apply and pay for Business License:  
Requirements:
  - i. BRE License
  - ii. Driver's License
  - iii. Broker must have a Business License prior to issuance of a business license to a sales person

Fees:  
Business License fee is \$104 for a broker and \$24 for a sales agent
- b. Apply and pay for Presale Application

### 4. What happens after the application is submitted?

- a. Application is submitted and fees are paid
- b. Inspection is scheduled online by the agent or authorized party
- c. Record search: Records of property can be obtained at our office with an appointment or public records request, if applicable.
- d. Meet with inspector on site with the records on inspection day. An appointment can be set up to meet with inspector in the office to review records after inspection if needed.

- e. Once the inspection is completed, an Inspection Report will be provided if there are any outstanding violations of Building Codes.
- f. If there any questions regarding the inspection results, the inspector of record will assist and clarify related items.

**5. Releases (paperwork needed to close escrow)**

**FEE: \$75.00**

- a. After the Pre-sale inspection is done, there are two ways to complete this process; by either Full compliance or approved AS-IS:

1) An AS-IS release will allow the prospective buyer to take full responsibility for the corrections pending on the property. For an AS-IS release, you must submit an AS-IS letter. Please refer to the AS-IS example attached to this document. Please attach all corrections of outstanding conditions. The buyer must sign both the letter and the Inspection Report, these documents must be notarized. Once the letter is prepared, it can be submitted to the Building and Safety office for the inspector to prepare the release Pre-Sale release. Please note, that if the violations are not addressed within the first 30 days after closing date, there will be a notification process up to 60 days. If the violations are not addressed by then a substandard will be placed against the property's title and administrative fees will be applied.

2) For a **full compliance release**, all the corrections issued by the inspector must be taken care of, prior to the sale of the property by the seller. This may include obtaining necessary permits to legalize work that was completed without permits or submitting plans to make necessary corrections.

- b. **\$75.00 fee must be paid at the time of notarized AS-IS submittal.**



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CITY OF COMPTON  
DEPARTMENT OF BUILDING AND SAFETY  
205 South Willowbrook Avenue  
Compton, California 90220  
(310) 605-5509/ (310) 605-5598 (fax)

**APPLICATION FOR REPORT OF BUILDING RECORDS**

It is required that a Report of Residential Building Records be provided for sale or exchange of residential property.

Property Address: \_\_\_\_\_ APN#: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Address: \_\_\_\_\_

Listing Broker: \_\_\_\_\_ Listing Broker City BL \_\_\_\_\_

Address: \_\_\_\_\_

Business License Number (Required) \_\_\_\_\_

Applicant's Name: (If other than owner) \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

Single Family Dwelling          Duplex          multiple dwelling unit's          Number of units \_\_\_\_\_

How many structures \_\_\_\_\_

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**Note:** A report of Residential Building Record is required to be delivered to the Buyer prior to the conclusion of a sale or transfer of a residential building (Ordinance No. 1527 effective May 19, 1977)

**A fee of \$129 for each single family dwelling, \$105 for each unit for multi-family dwellings.**

**PLEASE SCHEDULE INSPECTIONS ONLINE**

**FULL ACCESS TO PROPERTY IS REQUIRED. A COPY OF THE "INSPECTION REPORT" SHALL BE EMAILED TO THE APPLICANT.**

RE: BPS# \_\_\_\_\_

DATE: \_\_\_\_\_

**OWNER ACKNOWLEDGEMENT  
PURCHASING PROPERTY IN "AS IS" CONDITION**

***The \$75.00 fee must be paid and submitted along with the notarized document***

PROPERTY ADDRESS: \_\_\_\_\_

I, \_\_\_\_\_, am the prospective buyer of the substandard property noted above and agree to purchase said property in an "AS IS" condition, contrary to the noted violations/conditions described by the City of Compton's Building and Safety Department's report attached hereto **Dated:** \_\_\_\_\_ **by Inspector:** \_\_\_\_\_.

It should be noted that this acknowledgment does not certify that the property described above has been abated, nor does this release the prospective buyer of the obligation to repair said property in conformance with the California Code.

**As the prospective buyer, I agree to obtain the permits required by the Building and Safety Department within 30 days after the close of escrow. Work is to commence immediately. If corrections are not completed, a Record of Substandard may be recorded against the property along with applicable Administrative Fees.**

**ESTIMATED ESCROW CLOSING DATE:** \_\_\_\_\_

***\*Please sign the bottom of Inspection Report and return with this Notarized document to the City of Compton Building and Safety. Please ensure your submitted document includes both the Correction Notice date as well as the Inspector's Name.***

\_\_\_\_\_  
PROSPECTIVE BUYER