



Village Of Highland Hills

3700 Northfield Rd, Rm 21

Highland Hills, Ohio 44122

Phone: 16) 283-3000

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Application For Point of Sale Inspection Certificate

Application Date: _____

Fee: **\$25.00 Inspection Fee** Fees for Additional Units **\$20.00**

Property Address: _____ Suite #: _____

Property Owner _____ Phone _____ Fax _____

Mailing Address _____ City/State/Zip _____

Status:

Sale: _____ Change of Owner: _____ Change of Tenant _____ Pre-existing condition _____

Type of Structure

_____ Condo _____ Townhouse _____ House _____ Commercial Property

Point of Sale Information

Real estate Company _____

Agent _____

Mailing Address _____ City/State/Zip _____

Title Company _____

Escrow Officer _____ Phone _____ Fax _____

Mailing address _____ City/State/Zip _____

Applicant _____ Phone _____ Fax _____

Applicant Address _____ City/State/Zip _____

In signing the application, the owner or agent for the owner hereby consents to a complete interior, exterior of the property hereof.

Signature of Applicant _____

Date _____

Point of Sale Certificate Instructions

Please complete the application in duplicate and return one copy to the Housing Department. The fee of \$25.00 for the first unit and \$20.00 for each additional unit must accompany this applications. All checks and money orders are to be made payable to the Village of Highland Hills.

It is the Applicants responsibility to contact the housing inspector to schedule an appointment for the Point Of Sale Inspection.

- 1 The Certificate of Inspection shall be issued by the Housing department within five (5) working days upon completion of the inspection unless a longer period is required.
- 2 The Certificate of Inspection shall list all known violations of Codified Ordinances of the Village Of Highland Hills which existed at the time of inspection.
- 3 The certificate of inspection shall be valid for one (1) year from the date of issuance.
- 4 The violations listed on the certificate of inspection shall be corrected within ninety (90) days from the date of issuance, unless for good cause and extension of the compliance date is granted by the administrator of the Housing Department.
- 5 The applicant has a constitutional right to refuse entry by the Village Inspectors unless a search warrant is obtained.

Note:

In issuing the Certificate of Inspection, the Village of Highland Hills does not insure, warrants, or guarantee that the Certificate contains all the violations of the Codified Ordinances of the Village of Highland Hills. The Certificate shall be considered by all parties the Villages best effort to make known the violations on the property at the time of inspection.