

TIME OF SALE HOUSING INSPECTION ORDINANCES



city of
bloomington

Bloomington - The Time-of-Sale Housing Inspection Program: The program provides potential purchasers with information about the condition of a dwelling and requires the correction of immediate hazards. An inspection and a report are required for all single and two-family dwellings, condominiums, townhouses and mobile homes. Multi-family rental buildings over 4 units are not included. The property must be inspected and a report form completed prior to offering the property for sale. The Housing Evaluation Report must be available for review by potential purchasers at all times when the property is offered for sale. The seller can choose a licensed independent evaluator licensed by the city of Bloomington. The city maintains a list of all licensed inspectors. Only those items which pose an immediate hazard to the occupants of the structure are required to be repaired. Other deficiencies are noted in the Housing Evaluation Report, but do not require correction. When hazardous items are identified by the inspector, the City of Bloomington follows up to determine whether the hazardous condition has been corrected. Hazardous conditions must be corrected and approved by the city before the dwelling is occupied. If the dwelling is already occupied, corrective action shall be taken by the owner or agent of the owner. For more information, call City of Bloomington Building and Inspection Division, 952.563.8930, fax 952.563.8949 or email kolson@ci.bloomington.mn.us.



Crystal - Housing Maintenance Code Compliance/Point of Sale Inspection: To comply with the city's Housing Maintenance Code, an inspection is required prior to any change in ownership of single and two-family homes. The purpose of this inspection is to provide a method in which to prevent adverse conditions and maintain the value of existing properties. A Certificate of Housing Maintenance Compliance will be issued upon satisfactory completion of any orders written at the inspection. This certificate is required at the closing on the sale of the property. Once the application for Housing Maintenance Compliance and appropriate licensing fee have been received, the property owner or designated agent will be contacted to schedule the initial inspection. This individual must be present during all inspections. If it is not possible for the owner to meet the inspector for the inspection, please arrange for the real estate agent to meet the inspector at the property. Even if the property has a lock box, the law prohibits any inspector from entering a property unsupervised, unless it is cleared of all personal property. A re-inspection fee of \$50 will be charged if the owner or agent are not present at the scheduled time to admit the inspector. After the initial inspection has been completed, any correction orders will be given to the property owner or designated agent. Correction orders must be completed within 60 days of the initial inspection. Once the orders are completed, contact the Inspection Department at 763.531-1000 to schedule a re-inspection.

The Certificate of Housing Maintenance Compliance will be mailed to the designated individual on the application form. This certificate is required to be presented at the closing on the sale of the property and is valid for 1 year from the date of issuance, unless indicated otherwise.

It is the responsibility of the property owner and/or the designated agent to notify the Housing Division if the owner decides not to sell the property. The property will continue to be classified as pending completion of Housing Maintenance Code Compliance, unless notified otherwise. Fax: 763.531.1188, website: www.ci.crystal.mn.us.



CITY OF HOPKINS

Hopkins - Truth in Housing Disclosure: Hopkins has a time of sale housing inspection ordinance requiring a truth in housing disclosure report to be completed by an independent truth in housing evaluator certified to do business in Hopkins. Call the city for the most recent list of licensed inspectors. The ordinance requires inspection of all one to four unit dwellings including condominiums and townhouses. The Truth in Housing Disclosure Report must be available for review whenever the property is offered for sale.

The ordinance does include a section titled, Mandatory Correction of Hazardous Items. Items listed in this section must be corrected if noted on the disclosure report and re-inspected by the city housing inspector. You must bring a Certificate of Approval for the property for sale to the closing. You will not be able to close on the property without the certificate. If there were no items marked as Repair/Replace the certificate will be mailed to the property owner listed on the Truth-in-Housing Disclosure report. If there were repair/Replace items found at the property the certificate will be issued to the seller at the time of the re-inspection. For information, call 952.548.6320 or www.ci.hopkins.mn.us.



Maplewood - Truth in Sale of Housing Program: Maplewood requires that a Truth-in-Housing inspection be completed before a property is listed or shown. The ordinance includes single-family, duplexes, condominiums and townhouses. The city maintains a list of licensed Maplewood inspectors. Before a residence can be shown for sale, the owner must have the property evaluated by a truth-in-housing inspector. After the inspection is complete, the owner must have the report on display and available on site for perspective buyers. A copy of the disclosure report must be issued to the buyer before the execution of a contractual agreement.

A housing disclosure shall be prepared by a city approved housing evaluator. The report shall include a) an evaluation by the inspector of the building and the property. The evaluation will include, but not be limited to, items addressed in Maplewood's housing maintenance, siding and junk removal ordinances. The city shall be responsible for determining whether there is an ordinance violation, and a signed statement by the owner related to the condition of the property must be completed.

Owners must have their own truth-in housing evaluation done before listing or property for sale. A truth-in-sale-of-housing disclosure report is only valid for one owner or for one year. Questions? Contact 651.249.2300 or go to www.ci.maplewood.mn.us.



Minneapolis - Truth in Housing Disclosure: The purpose of the Truth in Housing Ordinance is to inform the buyer and seller of a home, prior to the time of sale, of any major structural defects or hazards to the health and safety of the occupants. The ordinance requires the repair or replacement of unsafe item related to the heating and electrical systems, water heaters, plumbing cross connections, unsafe gas piping, smoke detectors and lack of required utilities.

The ordinance requires that the seller of single and two family dwellings, townhouses, and first time condominium conversions provide a Truth in Housing Disclosure report or a Certificate of Code Compliance to the buyer prior to signing a purchase agreement. The truth in housing report must be prepared by a certified truth in housing evaluator. The ordinance requires that the completed report is available for inspection at the premises at all times when the dwelling is being offered for sale.

A valid disclosure report must be provided to the buyer at closing. The buyer is responsible to make any required repairs within 90 days after closing. Sellers may decide to complete any required repairs before closing. For more information call 612.673.5840, contact the automated information number, 612.673.2489 and request option 16 or go to www.ci.minneapolis.mn.us/truthinhousing.



New Hope - Code Compliance Inspection Program: A code compliance inspection is required prior to the sale of any residential property, including single-family homes, condominiums, and apartment buildings. The initial code compliance inspection takes about 45 minutes. During the inspection, the building official looks for items in the home that present safety or maintenance concerns. Following the inspection, the homeowner receives a "fix it" list that spells out the repairs that will be needed to bring the property into compliance with the city codes. The home seller must make the specified repairs and have the home reinspected before a Certificate of Compliance will be issued and the home may be sold. If the seller is physically or financially unable to make the repairs, the home may be sold "as is" if the buyer commits to making the repairs within a specified period.

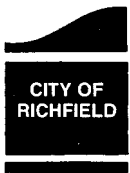
The Code Compliance Inspection fee is \$120. The fee covers both the initial inspection and one re-inspection of the property. For more information about the Code Compliance Inspection Program, call the Inspections staff at 763.531.5127 or go to www.ci.new-hope.mn.us.



Osseo - Truth in Housing: Osseo requires a Truth in Housing Disclosure Report at the time of sale for all single family, two family, and three and four family dwellings including condominiums and townhouses.

No owner or agent for the owner may sell residential properties in Osseo without providing to the buyer prior to the time of sale a Truth in Housing Disclosure Report issued within one year of the time of sale. The report shall be made available for inspection at the property at all times when the property is being offered for sale.

The ordinance requires that items noted as hazardous by the housing inspector on the report must be repaired by the owner prior to occupancy by the buyer. The buyer may elect to make the required repairs with the written consent of the city. Call Osseo for more information, 763.425.2624 or email cityhall@ci.osseo.mn.us.



Richfield - Housing Inspection Program: This program requires that residential properties pass a housing maintenance code inspection before the title is transferred. Houses that pass inspection are issued a "Certificate of Housing Maintenance Compliance" which must be presented at the closing of the property.

The Inspection must be completed prior to title transfer (closing). If repairs are needed to meet the housing code, the seller or buyer can do them. Repairs done by the seller must be completed and reinspected prior to closing. If the buyer assumes responsibility for the repairs, certain conditions must be met.

The property can be inspected anytime during the selling process. However, it is strongly recommended that the inspection be done prior to listing or advertising the dwelling for sale. The inspection is done by a City housing inspector.

The inspector visually checks the condition of the roof, foundation, doors, and windows, exterior paint or covering, electrical system, plumbing system, chimney, and heating/cooling system. A written report is provided at the end of the inspection listing items to be repaired.

Repairs made by the seller must be completed and inspected before the closing. If you own and occupy the home, you may do the work yourself. All repairs must meet City codes. Code violations must be corrected even if the home does not sell and is taken off the market. For more information contact the Inspections Division at 612.861.9882 or go to www.ci.richfield.mn.us.



St. Louis Park - Mandatory Code Compliance: This ordinance applies to all single and two family units, townhouses and condominiums. The present occupant or owner must make application for the certificate of Housing Maintenance Compliance.

To schedule an inspection, either the homeowner or the owner's agent must complete an application form and submit the application fee. Forms are available by calling 952.924.2588 or stopping by City Hall, 5005 Minnetonka Boulevard.

The fee for the housing inspection includes the initial inspection and any follow-up inspections that may be needed. Inspection appointments are typically available within one to three days. A City inspector will visit your property to check that the siding, roof, garage and interior complies with the City's property maintenance code. A typical inspection takes about 45 to 60 minutes.

If the inspector finds no code violations, a Property Maintenance Certificate is issued.

If code violations are found, work orders are issued for the needed repairs. In most cases, corrections must meet the code requirements that

were in place when the building was constructed. If a portion of the home was remodeled, the remodeled section must comply with the building code that was in effect when the remodeling occurred. (Exception: smoke detectors are required in all buildings, no matter when constructed.)

In most cases, the seller makes the code corrections. However, buyers may obtain a temporary property maintenance certificate if they sign an agreement acknowledging the work orders and agreeing to make all required code work within a specific time period. Buyers and sellers must use the City's Agreement Form and pay a \$50 service fee. In addition, sufficient funds must be put in escrow to cover the cost outlined in the agreement. A City representative must also sign off on the agreement.

After repairs have been completed, a City housing inspector will return for a follow-up inspection to verify that all work meets code. Once this is done, a Property Maintenance Certificate is issued. Certificates are good for one year.

In most cases, the seller makes the code corrections. However, buyers may obtain a temporary property maintenance certificate if they sign an agreement acknowledging the work orders and agreeing to make all required code work within a specific time period. For more information call 952.924.2588 or go to www.stlouispark.org,



St. Paul - St. Paul Truth-In-Sale of Housing: The City of St. Paul has provided in its Legislative Code an ordinance concerning the sale of housing within the City's limits known as Chapter 189, the Truth-In-Sale of Housing Ordinance. This ordinance provides for a Truth-In-Sale of Housing Disclosure Report that may only be compiled by an independent evaluator who has been tested and licensed by the City.

Failure to obtain a Truth-In-Sale of Housing Disclosure Report before marketing a house for sale, or failure to make that disclosure report available to prospective buyers is a violation of law and is punishable as a misdemeanor carrying up to 90 days in jail and/or a \$700.00 fine.

This disclosure report is an overview of the building components and fixtures. It is to inform a prospective buyer of the observed condition of a dwelling at the time of the evaluation. The disclosure report is intended to provide basic information to the home buyer and seller prior to the time of sale; not necessarily detailed information. Prospective buyers may also seek additional opinions from various experts in the inspections field prior to purchase.

One and two-family dwellings, townhomes, condominiums and co-ops require a Truth-In-Sale of Housing Disclosure Report whenever there is an intended change in ownership.

The report is valid for one (1) year from the date on the report and is only valid for the owner named on the report.

The ordinance requires an evaluation be done within three (3) calendar days of a dwelling being offered, listed or posted for sale. The Disclosure Report must be conspicuously displayed at the dwelling that is for sale at all times for review by potential buyers. A valid Disclosure Report issued for the dwelling must be provided to the buyer before or at the time of the sale of the dwelling. It is the responsibility of the owner or the owner's agent to comply with these requirements.

Evaluators are private contractors, not employees or contractors of the City. The City does, however, maintain a list of licensed Evaluators and will provide this list (which includes their phone numbers) to anyone requesting it. You may also contact an Evaluator through a REALTOR® or agent. The City will not recommend an Evaluator. You may request a list of licensed Evaluators from the City by calling 651.266.1900 or go to www.ci.stpaul.mn.us.



South St. Paul - Time of Sale Housing Inspection Program: When a homeowner is preparing to sell their property they must have a Time-of-Sale Evaluation report on site when showing the property. This property includes single family residences, two-family, multiple-family dwellings and mobile homes located within the City.

A list of Time-of-Sale Evaluators (licensed by the City) can be obtained from the Time-of-Sale Coordinator.

Please call (651)554-3250 for the list. The homeowner chooses the evaluator and makes arrangements for the inspection. The evaluator will leave a copy of the report with the homeowner.

Any items marked as "Hazardous" on the report have to be fixed before the new homeowner takes possession. Hazardous items are considered to be those conditions or defects that are likely to cause injury to a person or property if not corrected.

The evaluator has ten days to file the report with the City.

If the report has hazardous items listed on it, the homeowner is sent a copy of the report with the hazardous items high-lighted along with a cover letter informing them to call the Fire Department when all the hazardous items have been corrected.

After the Fire Department has made the final inspection they will notify the Time-of-Sale Coordinator and a letter will be sent to the homeowner informing them that the hazardous items listed have been corrected and inspected and now meet the Uniform Building Code.

A copy of the Ordinance, Evaluators List and a list of Items Commonly Found Hazardous can be obtained from the Time-of-Sale Coordinator or by calling (651)554-3250 or go to www.southstpaul.org.