

CITY OF ALLENTOWN

Pre-Sales inspection Procedure

Program Effective January 31, 2008

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 transfers title, whether voluntarily 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 fee of **\$100 per property** at the time they request the inspection. This fee is **non-refundable**. This fee includes a free re-inspection, with a \$35 charge for each additional re-inspection thereafter. Sellers may submit an application to the Bureau providing sufficient proof of economic hardship. If approved, the fees shall be paid for at 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. The **Buyer Notification Report** is valid for **1 year** from the date of inspection.
4. **Correcting 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. Notify 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** indicating code compliance.
5. **Buyer Information Report:** They buyer must report the transfer information their **Name, Address, Closing Date and future use of property within 3 business days of settlement to the Bureau of Building Standards**

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