



# CITY OF TOLEDO

Division of Building Inspection  
One Government Center, Suite 1600  
Toledo, Ohio 43604  
(419) 245-1220 Fax (419) 245-1329

## Application for Certificate of Property Code Compliance

On May 13, 2008, Toledo Municipal Code 1765, "Conditions for Conveyance of Property by Land Installment Contract" became law by Ord. #531-07, to ensure that a registered inspection is made on all 1-, 2-, and 3- dwelling unit, residential properties sold on a land installment contract basis. Applicant must be the owner/seller of property, agent of property owner, or have been appointed by the Probate Court as a Trustee, Guardian, Executor, or Administrator. At the time of application a fee of \$120.00 must be paid for the Certificate of Property Code Compliance. The applicant must have a City of Toledo Registered Home Inspector inspect the dwelling and complete the inspection report. Within 30 days of the application date, the inspection report must be returned to the Division of Building Inspection. If the applicant prefers to have the Division of Building Inspection inspect the dwelling and complete the inspection report, an inspection fee of \$300.00 must be paid at time of application. After violations, if any, are corrected, inspected and found to be compliant, a valid Certificate of Property Code Compliance will be issued by the Commissioner of Inspection.

### Please Print or Type

Application No. \_\_\_\_\_ Application Date \_\_\_\_\_ Fee Amount: \$ \_\_\_\_\_

#### Property Information:

Property's Tax Parcel No. \_\_\_\_\_ Property's Street Address \_\_\_\_\_ Property's City, State, Zip \_\_\_\_\_

#### Owner/Vendor Information:

Owner/Vendor's Name \_\_\_\_\_ Owner/Vendor's Street Mailing Address \_\_\_\_\_ Owner/Vendor's City, State, Zip \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Owner/Vendor's Telephone No. \_\_\_\_\_ Owner/Vendor's Fax No. \_\_\_\_\_

#### Applicant Information:

Applicant's Name \_\_\_\_\_ Applicant's Street Mailing Address \_\_\_\_\_ Applicant's City, State, Zip \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Applicant's Telephone No. \_\_\_\_\_ Applicant's Fax No. \_\_\_\_\_

#### Applicant's Relationship to Property (Pick One)

- Property Owner/Vendor
- Probate Court Appointed Trustee
- Probate Court Appointed Executor
- Property Owner/Vendor's Agent
- Probate Court Appointed Guardian
- Probate Court Appointed Administrator

I request City of Toledo to inspect & complete the inspection report.

Applicant's Signature \_\_\_\_\_

Property Code Compliance Inspection Report			Complies with Code?	For City Use
This Report must be completed and filed with the Commissioner of Building Inspection within 30 days of the application date				
City of Toledo Housing Code Description			Code Section	Yes No
1	All structural members are free from deterioration and are capable of supporting their loads.	1745.02		B
2	Foundation walls are plumb and free from cracks, breaks, and holes.	1745.02		B
3	Exterior walls are free from breaks, holes, loose or rotting materials, and maintained weatherproof.	1745.02		B
4	Roofs are maintained weather-tight, waterproof and free from deterioration.	1745.02		B
5	Exterior decks, porches, balconies, and stairs are in a safe and sound condition.	1745.12		B
6	Handrails and guards are in a safe and sound condition.	1745.12		B
7	All windows and doors are in a sound condition, good repair, and weather tight; insect screens are maintained.	1745.07		B
8	All doors are capable of providing security for the occupants.	1745.02		B
9	The interior of the structure and equipment therein are in good repair, structurally sound, and sanitary.	1745.02		B
10	All interior and exterior areas of the property are maintained free from debris, rubbish, and garbage.	1745.07		B
11	All structures are free from insect and rodent infestation.	1745.07		B
12	A safe, continuous, unobstructed path of travel is provided from any point within the structure to the public way.	1745.10		B
13	All smoke alarms, carbon monoxide detectors and other fire safety systems are in operating condition.	1745.13		B
14	All plumbing fixtures are properly installed and in working order, free from defects, and leaks.	1745.07		P&H
15	Water heating facilities are properly installed, maintained, and capable of provide water at all required facilities.	1745.07		P&H
16	All mechanical appliances, fireplace, cooking appliances and water heating appliances are in safe/operating condition.	1745.07		P&H
17	Dwellings have heating facilities capable of maintaining a room temperature of 68°F in all habitable areas.	1745.07		H
18	Duct systems are free of obstructions and capable of performing the required functions.	1753.01		H
19	All electrical equipment, wiring & appliances are properly installed and maintained in a safe and operating manner.	1751.01		E
20	All habitable spaces are capable of providing electrical luminaries and/or natural light.	1745.09		E

Using the numbering system above, the Inspector must attach a separate, typed detailed report of his/her assessment of the subject property, including the specific code number of the violation, the nature of the non-compliant deficiencies, their locations, and an estimated cost to correct each deficiency.

Home Inspector's Name \_\_\_\_\_ Home Inspector's Company Name \_\_\_\_\_ City of Toledo Registration No. \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Home Inspector's Street Mailing Address \_\_\_\_\_ Home Inspector's Telephone No. \_\_\_\_\_ Home Inspector's Fax No. \_\_\_\_\_

(\_\_\_\_\_) \_\_\_\_\_  
Home Inspector's City, State, Zip \_\_\_\_\_ Home Inspector's Signature \_\_\_\_\_ Today's Date \_\_\_\_\_