

# PICKFORD ESCROW

## COMPANY

### CITY PROPERTY REPORT REQUIREMENTS:

There are many cities that require a residential application regarding city ordinances to be submitted prior to closing your escrow transaction. Below is a table of counties and cities in California that require an application and/or report to be filled out prior to closing along with live links to the city websites. The fee amount can vary depending on the city and may change periodically. Please refer to the Schedule of Fees and Charges on the official website of each respective city.

COUNTY	CITY	NAME OF REPORT	CONTACT PHONE	NOTES / COMMENTS
LOS ANGELES	Azusa	<a href="#">Consent to Inspect Private Property &amp; Real Property Records Report</a>	626-812-5235	All properties, including vacant land, but not on first sale. Buyer to acknowledge report, 6-month time limit. Prices subject to change each summer.
LOS ANGELES	Beverly Hills	<a href="#">Smoke Detector &amp; Water Conservation Plumbing Fixtures Affidavit</a>	310-285-1141	Buyer & Seller sign form. Only deals with smoke detector and water conservation.
LOS ANGELES	Burbank	<a href="#">Retrofit Upon Property Resale Certificate of Compliance</a>	818-238-3700	Water Conservation only. No inspection. Buyer & Seller sign on Certificate of Compliance.
LOS ANGELES	Carson	No Longer Required	310-952-1766	The city council of Carson repealed the requirement of a Residential Property Report effective September 20, 2019. <a href="#">See City Page.</a>
LOS ANGELES	Compton	<a href="#">Pre-Sale Inspection</a>	310-605-5509	Inspection required. Residential only. Call for application form. Buyer acknowledgement of residential Building Report needed.
LOS ANGELES	Culver City	<a href="#">Report For Residential Building Records</a>	310-253-5800	No inspection is required. Need Report on residential & commercial properties, not vacant land. <b>Call for application.</b> Takes 10 business days. Buyer to acknowledge. <b>RE Agents=payment requirements.</b>
LOS ANGELES	El Monte	<a href="#">Real Property Inspection Report</a>	626-580-2050	Inspection required. Residential and commercial properties. Buyer acknowledgement required.
LOS ANGELES	El Segundo	None	310-524-2380	None
LOS ANGELES	Gardena	<a href="#">Property Information Report</a>	310-217-9530	Inspection required –exterior only. Report to be delivered 15 days prior to closing. Residential and commercial. Condos exempt. Buyer can sign Waiver and must acknowledge Report or Waiver.
LOS ANGELES	Hawaiian Gardens	<a href="#">Pre Sale Inspection</a>		Inspection required. Residential and commercial properties. New construction exempt. Delivery 21 days prior to closing. Buyer to acknowledge.
LOS ANGELES	Hermosa Beach	<a href="#">Report for Residential Building Records</a>	310-318-0235	Residential only. 2 week processing. Exterior inspection only. 6-month expiration.
LOS ANGELES	Huntington Park	<a href="#">Residential Pre-Sale Inspection Program</a>	323-584-6271	Inspection required. Single Family 1-4 units and vacant land. No commercial or over 4 units. 6-month expiration.
LOS ANGELES	Inglewood	<a href="#">Pre-Sale Report</a>	310-412-5294	Inspection required. All properties, including commercial and vacant land. Buyer to acknowledge. 6-month expiration. <b>Form to be mailed.</b> Not on website.
LOS ANGELES	Lomita	<a href="#">Residential Property Report Application</a>	310 325-7110	*This does not include the cost of an interior building inspection. If requested by the property owner, Los Angeles County DPW hourly rate shall apply.
LOS ANGELES	Long Beach	<a href="#">Garage Inspection Report</a>	562-570-6328	The Inspection and Resale Report is required for all properties in the Parking Impacted Area that have or should have a traditional garage upon close of escrow.
LOS ANGELES	City	<a href="#">Residential Property Report – 9A</a>	213-485-2216	No inspection. Need for residential and vacant land. No commercial or first sale of new residential. Need application form with original signatures by Seller (and Buyer if Buyer is doing work.) 6-month expiration.
LOS ANGELES	City-DWP	<a href="#">Certificate of Compliance</a>	213-284-6130	Licensed plumber to certify low-flow toilets and showerheads and sign Certificate. Seller and Buyer to also sign.
LOS ANGELES	Lynwood	<a href="#">Pre-Sale Real Property Report</a>	310-603-0220 Ext. 289	Inspection required-exterior only. <b>RE Agent must have business license for Lynwood to apply.</b>
LOS ANGELES	Manhattan Beach	<a href="#">Residential Building Report</a> <a href="#">Water Conservation Retrofit</a>	310-802-5505	No inspection. Residential only. <b>Application under Forms “Residential Building Report” on website. Water Conservation Retrofit required.</b>
LOS ANGELES	Maywood	<a href="#">Pre-Sale Home Inspection</a>	323-562-5727	Inspection required. <b>Multi-copy Application form is mailed.</b> Report cannot be waived, and Buyer must acknowledge. No expiration until next sale. <b>Applicants must have City Business License.</b>
LOS ANGELES	Monterey Park	<a href="#">Property Report (instructions)</a>	626-307-1300	Inspection required. Residential and commercial. Work completed or Buyer option to assume responsibility. 6-month expiration. The owner or agent must apply with copy of Deed. <b>If RE Agent applying, POA from owner required.</b>
LOS ANGELES	Palos Verdes Estates	<a href="#">Real Property Records Report</a>	310-378-0383	Inspection is not needed. Takes 5 working days. 6-month expiration. <b>Homeowner to apply or 3rd -party applicant must have City Business License.</b>

LOS ANGELES	Pasadena	<a href="#">Occupancy Inspection Program</a>	626-744-4633	Inspection required; cannot be waived. Single-family, duplex, condos. Seller can assign correction work to Buyer and both must acknowledge. Buyer to comply within 6 months. Certificate valid for 1 year. Must appear in person to re-apply.
LOS ANGELES	Rancho Palos Verdes	None		None
LOS ANGELES	Redondo Beach	<a href="#">Report of Residential Building</a>	310-318-0636	Residential only. No inspection unless records show violations.. Buyer to acknowledge. 6 months expiration.
LOS ANGELES	Rolling Hills Estates	<a href="#">Pre-Sale Inspection Report</a>	310-377-1577	Residential only. Buyer can choose record search only or on-site inspection. Buyer to complete application. Takes 7 business days. Required to close escrow.
LOS ANGELES	San Marino	<a href="#">Residential Compliance Certificate</a>	626-300-0700	Residential only. Inspection fee separate. <b>Apply in person;</b> qualified inspector list provided. Takes 10 days. Report cannot be waived. All violations must be corrected within 6 months. Buyer not required to acknowledge. 2 Year expiration or when sold.
LOS ANGELES	Santa Monica	<a href="#">Report of Residential Building Records</a>	310-458-8355	Inspection is not required. Computer records online application. Cannot be waived. Buyer to acknowledge. 6-month expiration.
LOS ANGELES	Signal Hill	<a href="#">Residence Inspection Program</a>	562-989-7348	4-units & up residential only. 6-month expiration. Buyers do not need to acknowledge. <b>Apply in person;</b> limited hours.
LOS ANGELES	South Gate	<a href="#">Pre-Sale Inspection</a>	323-563-9500	Inspection required. Residential or residential in mixed-use units only. Code violations to be corrected within one year by Seller or Buyer. Buyer to acknowledge. One year expiration.
LOS ANGELES	Torrance	<a href="#">Smoke Detector Certificate of Compliance</a>	Bldg & Safety 310-618-5898	No inspection or report; Certificate of Compliance by Contractor.
ORANGE COUNTY	Laguna Beach	<a href="#">Real Property Report</a>	949-497-0714	No inspection. Report required for all properties. Apply in person. Takes 7 days. <b>RE Agent must have City Business License.</b>
ORANGE COUNTY	Newport Beach	<a href="#">Report of Residential Building Records</a>	949-644-3288	Residential only. Inspection not required but owner to acknowledge and noted on records. 30 days to complete inspection after application. Corrections within 30 days or Buyers can assume responsibility. 1 year expiration.
ORANGE COUNTY	Orange	None		None
RIVERSIDE	Cathedral City	<a href="#">Smoke Detector Inspection</a>	(760) 770-8200,	The realtor/seller will receive two forms (gold and pink) of the approved inspection. These forms are to be retained by the escrow office in the escrow file. If there is no escrow, these forms are given to the person who requested the inspection.
RIVERSIDE	Palm Springs	<a href="#">Smoke Detector Inspection</a>	(760) 323-8186	Single family residences; condominiums; duplexes; and mobile homes.
SAN BERNARDINO		None		None
SAN DIEGO	San Diego	<a href="#">Water Conservation Certificate Transfer of Responsibility for Retrofit</a>	(619) 515-3500 Water	Conservation Certificate verification system will identify which properties already have a valid Certificate on file with the City of SAN DIEGO Water Department.
SANTA BARBARA	Carpinteria	<a href="#">Inspection-on-Sale Report Application</a>	805-684-5405 Ext. 451	On-site inspection. Report cannot be waived. Buyer must acknowledge. 6-month expiration.
VENTURA	Oxnard	<a href="#">Report of Building Records</a>	805-385-7840	Inspection is not required. Residential and commercial. Buyer to acknowledge. Takes 7 days. 6-month expiration. <b>Call Patricia or Ruby for fax or email of application.</b>
VENTURA	Thousand Oaks	<a href="#">Report of Residential Building Records</a>	805-449-2500	Required only if open permits-\$245. No inspection-\$65. 6-month expiration. Takes 10 days.
VENTURA	Ventura	<a href="#">Report of Building Records</a>	805-385-7780	No inspection only review permits on file. Buyer to acknowledge.