

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	Consent to Inspect Private Property & Real Property Records Report	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	Smoke Detector & Water Conservation Plumbing Fixtures Affidavit	310-285-1141	Buyer & Seller sign form. Only deals with smoke detector and water conservation.
LOS ANGELES	Burbank	Retrofit Upon Property Resale Certificate of Compliance	818-238-3700	Water Conservation only. No inspection. Buyer & Seller sign on Certificate of Compliance.
LOS ANGELES	Compton	Pre-Sale Inspection	310-605-5509	Inspection required. Residential only. Call for application form. Buyer acknowledgement of residential Building Report needed.
LOS ANGELES	Culver City	Report For Residential Building Records	310-253-5800	No inspection is required. Need Report on residential & commercial properties, not vacant land. Call for application. Takes 10 business days. Buyer to acknowledge. RE Agents=payment requirements.
LOS ANGELES	El Monte	Real Property Inspection Report	626-580-2050	Inspection required. Residential and commercial properties. Buyer acknowledgement required.
LOS ANGELES	Gardena	Property Information Report	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	Pre Sale Inspection	562-420-2641	Inspection required. Residential and commercial properties. New construction exempt. Delivery 21 days prior to closing. Buyer to acknowledge.
LOS ANGELES	Hermosa Beach	Report for Residential Building Records	310-318-0235	Residential only. 2 week processing. Exterior inspection only. 6-month expiration.
LOS ANGELES	Huntington Park	Residential Pre-Sale Inspection Program	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	Pre-Sale Report	310-412-5294	Inspection required. All properties, including commercial and vacant land. Buyer to acknowledge. 6-month expiration. Form to be mailed. Not on website.
LOS ANGELES	Lomita	Residential Property Report Application	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	Garage Inspection Report	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	Residential Property Report – 9A	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	Certificate of Compliance	213-284-6130	Licensed plumber to certify low-flow toilets and showerheads and sign Certificate. Seller and Buyer to also sign.
LOS ANGELES	Lynwood	Pre-Sale Real Property Report	310-603-0220 Ext. 289	Inspection required-exterior only. RE Agent must have business license for Lynwood to apply.
LOS ANGELES	Manhattan Beach	Residential Building Report Water Conservation Retrofit	310-802-5505	No inspection. Residential only. Application under Forms “Residential Building Report” on website. Water Conservation Retrofit required.
LOS ANGELES	Maywood	Pre-Sale Home Inspection	323-562-5727	Inspection required. Multi-copy Application form is mailed. Report cannot be waived, and Buyer must acknowledge. No expiration until next sale. Applicants must have City Business License.
LOS ANGELES	Palos Verdes Estates	Real Property Records Report	310-378-0383	Inspection is not needed. Takes 5 working days. 6-month expiration. Homeowner to apply or 3rd -party applicant must have City Business License.
LOS ANGELES	Pasadena	Presale Self-Certification Program	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	Redondo Beach	Report of Residential Building	310-318-0636	Residential only. No inspection unless records show violations.. Buyer to acknowledge. 6 months expiration.
LOS ANGELES	Rolling Hills Estates	Pre-Sale Inspection Report	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	Residential Compliance Certificate	626-300-0700	Residential only. Inspection fee separate. Apply in person; 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	Report of Residential Building Records	310-458-8355	Inspection is not required. Computer records online application. Cannot be waived. Buyer to acknowledge. 6-month expiration.
LOS ANGELES	Signal Hill	Residence Inspection Program	562-989-7348	4-units & up residential only. 6-month expiration. Buyers do not need to acknowledge. Apply in person; limited hours.
LOS ANGELES	South Gate	Pre-Sale Inspection	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	Smoke Detector Certificate of Compliance	Bldg & Safety 310-618-5898	No inspection or report; Certificate of Compliance by Contractor.
ORANGE COUNTY	Laguna Beach	Real Property Report	949-497-0714	No inspection. Report required for all properties. Apply in person. Takes 7 days. RE Agent must have City Business License.
ORANGE COUNTY	Newport Beach	Report of Residential Building Records	949-644-3288	On November 28, 2023, the City Council adopted Ordinance 2023-22 amending Municipal Code Chapter 15.15 no longer requiring a Residential Building Report. The report is now voluntary.
RIVERSIDE	Cathedral City	Smoke Detector Inspection	(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.
SAN DIEGO	San Diego	Water Conservation Certificate Transfer of Responsibility for Retrofit	(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.
VENTURA	Oxnard	Report of Building Records	805-385-7840	Inspection is not required. Residential and commercial. Buyer to acknowledge. Takes 7 days. 6-month expiration. Call Patricia or Ruby for fax or email of application.
VENTURA	Thousand Oaks	Report of Residential Building Records	805-449-2500	Required only if open permits-\$245. No inspection-\$65. 6-month expiration. Takes 10 days.
VENTURA	Ventura	Report of Building Records	805-385-7780	No inspection only review permits on file. Buyer to acknowledge.