



City of Lynwood
Development Services Department
Building and Safety Division
11330 Bullis Road
Lynwood, Ca. 90262
(310) 603-0220 extension 289

IN ORDER TO SERVE YOU BETTER, PLEASE HAVE A COMPLETE APPLICATION AND ALL THE DOCUMENTATION REQUIRED ALONG WITH THE APPLICATION.

APPLICATIONS WILL NOT BE PROCESSED AND REPORTS WILL NOT BE RELEASE, IF ANY DOCUMENTATION IS MISSING-NO EXCEPTIONS

1. Applications must be fully completed (Original signature's required)
2. Must provide a copy of Grant Deed/ Deed of Trust/ Deed upon sale (showing current owner)
3. Property must be in escrow
4. To avoid delays on reports attach a copy of your active City business license along with the application. (Listing agent must be in the business license)
5. If applicable, the authorized agent signing on behalf of the owner must provide a notarized letter of authorization or power of attorney along with the application.
6. If property is Bank Owned or Vacant it must be registered with the City of Lynwood. (Property Registration fee \$250.00) (ask for an application)

NOTE: ALL BROKERS AND REALTORS MUST HAVE CITY BUSINESS LICENSE, BANK OWNED PROPERTIES/VACANT/ABANDON PROPERTIES MUST BE REGISTERED WITH THE CITY OF LYNWOOD.

Real Property Report Fee

\$230.44

Effective July 1, 2011

NO ESCROW/ NO COMPANY/ NO PERSONAL CHECKS

Payment must be made with Cash, Money Order, Cashier Check, Visa or Master Card
(Payable to the City of Lynwood)

DO NOT SEND CASH BY MAIL

If you have any questions or need additional information, please call the Building and Safety Division/Development Services Department at (310) 603-0220 ext 289

WEBSITE: WWW.LYNWOOD.CA.US

Building Counter Hours 7:00-10:00 a.m. and 3:00-6:00 p.m. Monday – Thursday
Office Hours 7:00 to 6:00 p.m. Monday – Thursday Closed all Fridays



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PRE SALE- REAL PROPERTY REPORT APPLICATION PRIOR TO ENTERING INTO AN "AGREEMENT OF SALE" OF RESIDENTIAL PROPERTY, THE OWNER, OR AUTHORIZED REPRESENTATIVE SHALL MAKE APPLICATION TO THE CITY OF LYNWOOD FOR THE REAL PROPERTY REPORT (ORDINANCE 1280)

In accordance with Ordinance No. 1280 of the City of Lynwood, I the owner /Agent, hereby make application for the Real Property Report on the property described below

The Development Services Department, shall review all pertinent city records and inspect from a position external to, or at pertinent entrance or window of residential building structures (garage and other non-residential structure may be entered during inspection), the subject premises, for the purpose of ascertaining compliance with relevant zoning regulations, and ascertaining that major structural addition, motion, modifications and alterations apparent during inspection have been made with the required permits. The records to be reviewed include those of utility change in order to ascertain delinquent utility bills.

The owner(s) applicant or his/her authorized agent(s) warrants that he/ she has a fee ownership interest in the subject property and hereby gives permission to the city staff to perform an inspection of the subject property as described above.

The City of Lynwood disclaimed any liability from the failure of such inspection and report to detect or disclose a building or zoning code violation as well as the existence of delinquent utility charge, and the city does not waived any rights, by preparing and issuing this report, to require at any time the full compliance with appropriate building and zoning codes or to require payment in full of any delinquent utility charges.

The Owner(s) and applicant(s) should be aware and understand that any violation identified during the inspection will required corrections regardless of a change ownership, or change of circumstances by the owners, the owner's agent, or other person involved.

The report will be conducted within 3 weeks (15 business days) (Monday thru Thursday) and shall be valid for a period not to exceed four (4) months from the date of issuance. The fee of the report is set by City Council Resolution 2011-116 at \$230.44 each separate lot or parcel requires a separate report.



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PROPERTY OWNER (S) INFORMATION

COMPLETE INFORMATION IS REQUIRED. PRINT CLEAR OR TYPE

* _____
Print Owners(s) full name

* _____
Mailing Address number and street suite/apt no.

City State Zip code

* _____
E-mail address (print clear)

* (w) _____ (Cell) _____ (fax) _____

SELLERS LISTING AGENT INFORMATION

COMPLETE INFORMATION IS REQUIRED. PRINT CLEAR OR TYPE

All listing agents are required to have a Business License with the City of Lynwood.

The building Division will not release any reports if you do not have your City Business license on file. To avoid any delays with your report please attach a copy of your active City Business license and the agent named on the application must be on the Business License.

* _____
Print Real Estate Company Name

* _____
Print Real Estate Agent Full Name (must be the same agent on the City Business License)

* _____
Mailing Address number and street suite/apt no.

City State Zip code

* _____
E-mail address (print clear)

* (w) _____ (Cell) _____ (fax) _____



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ESCROW INFORMATION

COMPLETE INFORMATION IS REQUIRED. PRINT CLEAR OR TYPE

* _____
Print Escrow Company Name **Escrow File Number**

* _____
Print Escrow Agent Name

* _____
Mailing Address **number and street** **suite/apt no.**

City **State** **Zip code**

* _____

E-mail address (print clear)

* **(w)** _____ **(Cell)** _____ **(fax)** _____

BUYERS INFORMATION

COMPLETE INFORMATION IS REQUIRED. PRINT CLEAR OR TYPE

* _____
Print Buyer(s) Full Name

* _____

Mailing Address **number and street** **suite/apt no.**

City **State** **Zip code**

* _____

E-mail address (print clear)

* **(w)** _____ **(Cell)** _____ **(fax)** _____



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BUYER AGENT INFORMATION

COMPLETE INFORMATION IS REQUIRED. PRINT CLEAR OR TYPE

*

Print Real Estate Company Name

*

Print Real Estate Agent Full Name

*

Mailing Address number and street suite/apt no.

City State Zip code

*

E-mail address (print clear)

*

(w) (Cell) (fax)