



CITY OF EL MONTE
BUILDING DIVISION
ECONOMIC DEVELOPMENT DEPARTMENT
City Hall West
11333 Valley Blvd
El Monte, CA 91731-3293
Office: 626-580-2050 Fax: 626-580-2293

REAL PROPERTY INSPECTION APPLICATION

PROPERTY ADDRESS: _____

ASSESSORS PARCEL NUMBER: _____

☐ **Commercial Property** Square footage of Commercial Building: _____

☐ **Residential Property** Number of dwelling units: _____

If multiple units/address, list all addresses: _____

No of Bedrooms _____ No of Bathrooms: _____

1. Identify one (1) contact person only to work with city staff.

Name: _____ Telephone Number: _____

Email: _____

☐ Agent ☐ Seller ☐ Buyer ☐ Other: _____

2. Are premises vacant? ☐ Yes ☐ No

3. Access key code (if applicable): _____

4. Are there any dog(s) at the site? ☐ Yes ☐ No

PROPERTY OWNER'S INFORMATION

Owner(s) Full Name _____ (Print)

Mailing Address _____ City _____ State _____ Zip Code _____

Work Phone Number: _____ Cell Phone: _____

E-mail address: _____

It is highly recommend that the owner/applicant secure Tax Assessor records for the property. This will assist us in completing a more accurate report. This is especially helpful with older structures, or properties constructed prior to annexation (in the 1960's) into the City of EL Monte.

Los Angeles County Tax Assessor

East District Office
1190 Durfee Avenue
South El Monte, CA 91733
(626) 258-6001

Monday to Friday, 7:30am to 5:00pm

City of El Monte, E.M.M.C., Chapter 17.16 (Occupancy Inspection Program)

Section 17.16.040, H: In issuing a property inspection report, neither the Building Official nor the Building Division warrant or represent that all outstanding code violations are stated therein. Code deficiencies identified in each property inspection report representing the Building Official's and the Building Division's best attempt to identify all outstanding violations. The failure of the Building Official and/or the Building Division to identify a code violation in the property inspections report shall not prevent the City from taking all legal action available to it to cause such violation to be corrected, including but not limited to the issuance of a criminal citation.

Section 17.16.040. J

Each applicant shall deliver the property inspection report to the appropriate party (e.g. to the prospective buyer, transferee, renter, lessee, or other prospective user or occupant, whichever the case may be) and within fourteen(14) calendar days thereafter shall deliver to the Building Division a delivery confirmation receipt evidencing the successful delivery of the property inspection report.

**The Real Property Inspection Report will be completed
within 10 city business days
after the inspection has been completed.**

I have read and understand the attached conditions and, after completing the application form and paying the required fees, I hereby request a property inspection and issuance of a Pre-Sale Property Report for the property described on previous page.

Name: _____ Signature: _____ Date: _____
(Print Name)