

VILLAGE OF RIVERVIEW RESIDENTIAL INSPECTION APPLICATION

PROPERTY ADDRESS _____

PROPERTY OWNER NAME & PHONE NUMBER _____

If owned by an LLC, please list both the company name and name of the person at the LLC who is responsible for the property. Prior to inspection you **MUST PROVIDE A COPY OF THE OPERATING AGREEMENT** for the LLC.

PROPERTY OWNER ADDRESS (No P.O. Boxes) _____

PROPERTY IS: FOR SALE _____ FOR RENT _____ VACANT _____
 LOCKBOX _____

IS PROPERTY MANAGED BY AN AGENT OR FIRM? YES _____ NO _____

AGENT/FIRM NAME AND ADDRESS _____

AGENT/FIRM PHONE NUMBER & CONTACT PERSON _____

DESCRIPTION OF AGENT/FIRM AUTHORITY _____

PLEASE READ AND INITIAL EACH OF THE FOLLOWING:

- _____ Inspections are made by appointment only with at least 24 hours advance notice.
- _____ Inspections that have been paid for and not scheduled will expire in 90 days.
- _____ Inspection fees are non-refundable.
- _____ Utilities must be on at time of inspection.
- _____ Codes of Compliance are valid for 6 months.
- _____ Notices of Non-Compliance expire upon termination of time given for repairs.
- _____ Upon issuance of a Certificate of Compliance, occupants **MUST** obtain an **OCCUPANCY PERMIT**. If rental property, tenants will be REQUIRED to provide a **COPY OF THE LEASE** at the time occupancy permit application is made.
- _____ If property is a house, **PROOF OF TRASH SERVICE** is also REQUIRED to obtain the occupancy permit.

INSPECTION FEES

INSPECTION and (1) RE-INSPECTION	\$50.00
EACH SUBSEQUENT RE-INSPECTION	\$25.00
ADDITIONAL FEE IF PROPERTY IS OCCUPIED PRIOR TO INSPECTION	\$50.00

Signature of Owner _____ Date _____

FOR OFFICE USE ONLY:

FEE PAID _____ DATE _____ RECEIPT # _____ EMPLOYEE _____

NON-COMPLIANCE ISSUED _____ COMPLIANCE ISSUED _____