



Preparing for a Point of Sale Inspection

The Village of Newburgh Heights is proud of the housing choices that are available in our community. To continue to offer a quality housing stock now and into the future, the Village requires that any property for sale or transfer shall have a Point of Sale purchased by the property owner. This is NOT a home inspection. All potential buyers should consider hiring a certified home inspector to conduct an inspection and related testing of the property. The final Point of Sale report is made available upon request from potential buyers.

Before your Point of Sale inspection please review *Tips for Preparing for a Rental Inspection*. These tips will allow for a smoother inspection and to help improve the overall results. All rental units, garage, basements, attics and common areas must be accessible during the inspection. All pets and firearms must be contained before the inspector will enter the property. Consider writing down questions that may arise during the inspection to ask the inspector once the inspection is concluded.

Remember, contact the Housing & Building Department if you need to change the date or time of the inspection. Any missed scheduled inspections or inaccessible areas to cause the inspector to return may result in additional fees.

To schedule/reschedule an inspection call 216-641-4654, Mon-Thurs, 9am-3:30pm.



- Replace any burned-out light bulbs
- Test all smoke & carbon monoxide detectors & replace batteries, if needed
- Clean or replace dirty HVAC filters. Verify filters are properly secured.
- Remove stored items or debris away from foundation and perimeter walls
- Unlock or remove locks from areas the inspector may need to access
- Trim tree limbs from the roof and trim shrubs away from the exterior walls to allow access
- Replace or repair broken or missing items
- All pets must be contained
Clear clutter; dishes in sink, cleaning products, floors

The Point of Sale is a VISUAL INSPECTION. The Village assumes no liability or responsibility for failure to report violations that may exist and makes no guarantee whatsoever that future violation(s) cannot or will not occur. *Permits are required for electric, plumbing, heating, building, and/or demolition work.*

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Village of Newburgh Heights
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