

Village of Newburgh Heights

Housing & Building Department

3801 Harvard Avenue, Newburgh Heights, OH 44105

P. 216-641-4654 F. 216-541-2712 E. kpagsuyoin@newburgh-oh.gov



2022 Point of Sale Application

Incomplete forms will not be accepted.

The Point of Sale inspection will expire one (1) year from the time of inspection. If the violations have not been corrected prior to the expiration of the Point of Sale inspection a new Point of Sale may be required.

Property Information

PROPERTY ADDRESS:

Type of Dwelling Single-Family Two-Family Multi-Family Commercial

If this is a Rental Property, are tenants currently living there? Yes No

Email Receipt? Yes No

Owner Information

Name:

Property Owner Address:

City: State: Zip Code: Phone:

Alt. Phone: Email:

Real Estate Agent/Property Management Company Information

Name of Real Estate/Property Management Company:

Name of Primary Contact/Manager:

Address: City: Zip Code:

Business Phone: Primary Contact Phone:

Email Address of Primary Contact:

Seller's Title Company

Name of Title Company:

Name of Primary Contact:

Primary Contact Number: Primary Contact Email:

Disclaimer for Point of Sale Inspection

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| <input type="checkbox"/> I agree and consent to an inspection to be conducted by a designee of the Village at the agreed upon date and time as scheduled with the Housing & Building Department and understand missed inspections may accrue a fee. I agree to make all areas of the property accessible for inspection. | <input type="checkbox"/> I understand that neither The Village of Newburgh Heights nor its representatives assume any liability or responsibility for failure to report/or discover any violation(s). I agree to inform all perspective buyers that an inspection by Newburgh Heights does not guarantee that all property defects and/or code violations have been discovered. Furthermore, violations may develop after this inspection. The purpose of this inspection is for The Village at large and not intended to protect the interests of any individual, owner or successor owner or occupant of real property. |
| <input type="checkbox"/> I understand that I will be responsible for all coded violations found at the time of inspection. The buyer may apply to assume the violations; the Housing & Building Department will then review the applications and make a determination. I further understand that if I chose NOT to sell my property, all violations identified in this inspection shall be corrected within the time specified by the Housing and Building Department. | <input type="checkbox"/> For Rental Properties Only: I understand if the Point of Sale inspection is standing for my rental inspection that I will require a rental inspection if a change of tenant occurs and will contact the Housing & Building Department to schedule an inspection. |

Applicant Signature:

Date:

Payment Information (for office use only)

A nonrefundable fee of \$150.00 (first unit, single family) and \$50.00 for each additional unit must accompany this application. Make check payable to the Village of Newburgh Heights. Do not send cash. Additionally, it is the applicant's responsibility to schedule the inspection with the Housing and Building Department, 216-641-2716.

Title Search Yes No Name of Title Company:

Primary Contact: Phone number:

Date of Inspection: Time:

Total Amount Paid:

Cash	Credit Card # _____
Check # _____	Name on card _____
Payment made online	Exp. date _____ CVS _____