



Application for
PRESALE CERTIFICATE OF COMPLETION

OWNER'S INFORMATION

Applicant Identity: Owner Owner's Agent*
Is the property bank-owned: Yes* No

Name: _____ Phone: _____
Company Name: _____ Alt. Phone: _____
Mailing Address (if different than above): _____
City/State/Zip _____ Alt. Phone: _____

OWNER'S AGENT INFORMATION

Name: _____ Phone: _____
Company Name: _____ Alt. Phone: _____
Mailing Address (if different than above): _____
City/State/Zip _____ Alt. Phone: _____

PROSPECTIVE BUYER'S INFORMATION

Name: _____

BUYER'S AGENT INFORMATION

Name: _____ Phone: _____
Company Name _____ Alt. Phone: _____
Business Address: _____
City/State/Zip: _____ Email: _____

PROPERTY INFORMATION

A. Property Address (include all units):	_____
B. Property Type.	<input type="checkbox"/> Single Family House <input type="checkbox"/> Condo/Townhouse <input type="checkbox"/> Duplex



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C. Property Square Footage Information:

Self-certification is not allowed for properties where the actual square footage of living space exceeds LA County Assessor's record by 10% or more.

To access your property information from the LA County Tax Assessor, visit:
<http://maps.assessor.lacounty.gov>

- Primary Unit Address:** _____
- Actual Square Footage of Living Space*:** _____
- LA County Assessor's Square Footage of Living Space*:** _____
- Date of Inspection by property owner or owner's Representative (required within 60 days of app. submittal):** _____

***If property is a duplex, provide total square footage for both units.**

D. Are you aware if the following conditions exist on the property?

Self-certification is not allowed for properties where code deficiencies below are found.

Fire Code Requirements

- Yes No N/A If the garage is attached to the residence, is a self-closing door provided between garage and dwelling?
- Yes No N/A If the garage is attached to the residence, is a fire-rated door provided between garage and dwelling?
- Yes No Are functional, opening and closing windows provided in each bedroom, and a quick release mechanism provided for all barred bedroom windows?
- Yes No Are functional carbon monoxide detectors located at common areas adjacent to bedrooms; and at minimum one on each floor (including floors without bedrooms)?
- Yes No Are functional smoke detectors located in each bedroom and common areas adjacent to bedrooms; and at minimum one on each floor (including floors without bedrooms)?

General Code Requirements

- Yes No Is there any unpermitted construction, additions or enclosed extensions to the existing structure located on the property?
(e.g. new bedroom, new bathroom, new family room, extensions to existing rooms)
- Yes No Are there any unpermitted conversions into living area space? (e.g. patio enclosure, garage conversion, attic conversion, basement conversion, etc.) An unpermitted conversion would include any of the following: installation of unpermitted drywall, flammable flooring, plumbing, and electrical.
- Yes No Are there any unpermitted enclosed accessory structures larger than 120 square feet? (e.g. garage, pool house, large shed, etc.)



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AFFIRMATION BY OWNER OR OWNER'S AGENT

I _____ affirm an inspection of the interior and exterior of the unit(s) at the property located at _____ was performed on _____; and affirm the information provided in this application is true and correct.

AFFIRMATION COMPLETED BY:

Owner **Owner's Agent.**

Print Name: _____ Signature: _____ Date: _____

AFFIRMATION BY BUYER OR BUYER'S AGENT

I _____ affirm the owner has disclosed the completed and executed application for a Presale Certificate of Completion for the property located at _____; and acknowledge any misrepresentation may result in code enforcement action(s) against the current owner at the time the code violation(s) are found.

AFFIRMATION COMPLETED BY:

Buyer. **Buyer's Agent**

Print Name _____ Signature: _____ Date: _____

For Office Use Only:

Received by _____ Case no. _____ Date _____

SINGLE FAMILY DUPLEX CONDO/TOWNHOUSE

OPEN CODE CASE: YES NO

METHOD OF PAYMENT: CASH CHECK CREDIT CARD

SW ASSESSMENT FEE: _____