

## REQUEST FOR REPORT OF BUILDING RECORDS

A report of building records is required to be delivered to the buyer prior to the sale or exchange of improved property [Ordinance No. 2383 (effective 1/9/96)].

**A fee of \$47.25\* is due and payable with this request  
\$90.00 per hour if research involves 45 minutes or more**

Property Address: \_\_\_\_\_

Property Legal Description: \_\_\_\_\_

- Use of Building:  Single Family       Apartment       Condominium  
 Townhouse       Commercial       Industrial

Owner of Building: \_\_\_\_\_

Owner Address: \_\_\_\_\_

Escrow No: \_\_\_\_\_

Escrow Agent: \_\_\_\_\_

Name      Address      Phone

Buyer Real Estate Agent/Broker: \_\_\_\_\_

Name      DRE License #      Phone

Seller Real Estate Agent/Broker: \_\_\_\_\_

Name      DRE License #      Phone

Listing Agent: \_\_\_\_\_

Name      DRE License #      Phone

Report of Building Records to be: *(Please select one and provide contact information)*

Pick up at 214 South C Street., Oxnard

Mailed (Regular Mail): Name: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Applicant's Signature      Date      Phone Number

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_

Date Completed: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_