# APPLICATION FOR REPORT OF RESIDENTIAL BUILDING RECORDS

**City of Hermosa Beach**

Mail or Deliver to: 1315 Valley Drive, Hermosa Beach, California 90254

Community Development Department

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**Processing Time May Take up to FOUR WEEKS**

**PLEASE PRINT AND FILL OUT COMPLETELY**

INCOMPLETE OR ILLIGIBLE APPLICATIONS WILL NOT BE PROCESSED

<table>
<thead>
<tr>
<th>CHECK ONE:</th>
<th>SINGLE FAMILY ☐</th>
<th>DUPLEX ☐</th>
<th>CONDO ☐</th>
<th>APARTMENT BUILDING ☐</th>
<th>NO. OF UNITS:__________</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td></td>
<td></td>
<td></td>
<td>LOT SIZE:____________</td>
<td></td>
</tr>
<tr>
<td>ASSESSOR’S PARCEL NO.:</td>
<td></td>
<td>OWNER:</td>
<td></td>
<td>BEDROOMS:____________</td>
<td></td>
</tr>
<tr>
<td>DATE:</td>
<td></td>
<td></td>
<td></td>
<td>BATHROOMS:____________</td>
<td></td>
</tr>
<tr>
<td>LEGAL DESCRIPTION: LOT_________ BLOCK_________</td>
<td>KITCHENS:</td>
<td>TRACT</td>
<td>WETBAR:____________</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PARKING SPACES: ENCLOSED________ OPEN________ AGE:</td>
<td></td>
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</tbody>
</table>

I DECLARE UNDER PENALTY OF PERJURY THAT I HAVE PERSONALLY INSPECTED THE ABOVE PREMISES AND THAT THE
NUMBER OF INDIVIDUAL DWELLING UNITS LOCATED THEREON IS __________ UNITS.

(SIGNATURE OF LISTING AGENT, ADDRESS AND BROKERAGE)

(SIGNATURE OF OWNER (IF NO LISTING AGENT)

CITY OF HERMOSA BEACH BUSINESS LICENSE #: ______________________ (MUST BE INCLUDED)

IT IS MANDATORY FOR REAL ESTATE BROKERS TO HAVE A BUSINESS LICENSE WITH THE CITY OF HERMOSA BEACH.

PERMISSION TO ENTER (OPTIONAL)

For the purpose of verifying the above statement, I, owner of the above property, hereby authorize and
request the city to enter on and inspect the above premises, and further state that all statements are true and
correct to the best of my knowledge.

________________________
Signature of Owner

NOTE: A Report of Residential Building Records is required to be delivered to the buyer prior to the
conclusion of a sale or transfer of a residential building. (Ordinance No. N.S. 370, Effective February 5, 1970).

REPORT TO BE (CHECK ONLY ONE):

EMAILED _______ PICKED UP _________ MAILED (Only When Self Addressed Envelope Is Provided) _________

NAME: ________________________________

EMAIL / MAILING ADDRESS: _______________________________________________________

TELEPHONE NUMBER: ________________________________

**A FEE OF $271* IS DUE AND PAYABLE WITH THIS APPLICATION**

*Includes $253 application fee plus $18 records technology system fee

FEE RECEIVED: ________________ BY ________________ DATE ________________ RECEIPT NO. ____________

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