

# TOWN OF SAN ANSELMO REPORT OF RESIDENTIAL BUILDING RECORDS

Report Number \_\_\_\_\_ Date \_\_\_\_\_

Fee \$ \_\_\_\_\_ Receipt # \_\_\_\_\_

Budget Account # 01.57.706

Last revised: 12/2/09

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## THIS SECTION TO BE COMPLETED BY APPLICANT

This report is intended to identify the regularly authorized and legal use, occupancy, and zoning classifications of the property and all other pertinent information relating thereto. One copy of this report will be provided to the Applicant only.

PROPERTY ADDRESS: \_\_\_\_\_

APPLICANT:

\_\_\_\_\_

SEND REPORT TO (if different than applicant): \_\_\_\_\_

VIA:  Mail: \_\_\_\_\_

Fax: \_\_\_\_\_  E-mail: \_\_\_\_\_

PHONE NO. \_\_\_\_\_  Office  Cell  Home

## PROPERTY INFORMATION

NUMBER OF STRUCTURES ON THE PROPERTY (includes sheds greater than 120sf) \_\_\_\_\_

IS THERE A SECOND UNIT ON THE PROPERTY:  No  Yes

PARKING (each space minimum 9'X19')

\_\_\_\_ No. of garage parking spaces      \_\_\_\_ No. of carport/deck spaces

\_\_\_\_ No. of open driveway spaces (surface material: \_\_\_\_\_)

(Town Ordinance requires all areas used for parking to be paved with either asphalt or concrete)

I am the ( ) owner, or ( ) legal agent of the legal owner, of the property listed above. I understand that prior to consummation of sale or exchange of this property, the law requires the seller to obtain a Report of Residential Building Records and deliver this report to the buyer. Prior to closing or transfer, the owner shall obtain from the buyer a written acknowledgment of receipt of the Report of Residential Records. (Municipal Code Title 10, Chapter 5, Ordinance 590; California Government Code Section 38780)

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

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## TO BE COMPLETED BY TOWN

SCHEDULED DATE OF PHYSICAL INSPECTION OF PROPERTY: \_\_\_\_\_