

City of Union
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Union, Ohio 45322
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PRE-SALE AND CHANGE OF OCCUPANCY EXTERIOR INSPECTION PROCEDURE

1. To transfer legal or equitable ownership of any real estate premises within the City of Union, the current owner must first obtain a pre-sale inspection. An inspection must also be conducted upon an occupancy change, but in no case more than once during any twelve month period. Remember, it is an unlawful act to transfer the legal or equitable ownership of premises without having obtained an inspection and without furnishing the prospective new owner a true copy of any conditional occupancy certificate or other notice of violation and obtaining a signed receipt for it. No person shall sell or receive a commission or fee from the sale of any real property in this City without a valid Certificate issued hereunder.
2. Upon receipt of a completed pre-sale inspection application and payment of a \$50.00 fee, an inspection will be scheduled. At least two weeks, (14 days) before the subsequent sale should be allowed for the city to conduct such an inspection. If there are any violations, the property owner will be contacted. When the violations are corrected, the owner will call for a new inspection. After that, if additional inspections need to be made, there will be an additional \$50.00 charge for each inspection.
3. The purpose of the inspection is to insure that all property, buildings and structures are safe, sanitary and fit for occupation and use consistent with the requirements of the fire code, zoning code, property maintenance code and other ordinances.
4. We have outlined the inspection process detailing how the Building/Zoning Department will be working with you to assure compliance with our ordinance.
 - a. Inspections will be scheduled once a completed application form has been received in our office and inspection fee paid. An inspection is valid for one (1) year from the date of the inspection.
 - b. The City Inspector must be met by a responsible party at the time of the inspection.
 - c. If no violations are found:
 - (1) And, the prospective owner's name is known, an Occupancy Certificate shall be issued, and must be presented to the buyer at the closing.
 - (2) If the prospective owner/occupant is not known, the City will advise the present owner or his authorized agent that the Certificate will be issued to the prospective owner and/or occupant when notified of the prospective owner's and/or occupant's identity if that information is forwarded to the City and the closing takes place within one (1) year of the inspection date.
 - d. If violations are found, a letter detailing the violations shall be sent to the owner or his representative. An Occupancy Certificate will be issued once the violations have been corrected and the City has approved the final inspection.

NOTE: Responsibility for building or zoning permits cannot be transferred to a prospective buyer.

- e. If the owner objects to the violations listed, an appeal may be made to the Property Maintenance Board in accordance with language of Codified Ordinance 1361.
5. **Disclaimer:** The applicant, present or prospective owner or any interested party should be aware the inspections will seldom, if ever, reveal latent defects or violations of the Property Maintenance Code which are not readily apparent. Neither should owners nor prospective owners or occupants rely entirely upon our inspection regarding the house, or accessory structures or fixtures being structurally sound. Owners, prospective owners and/or occupants should be made aware that subsequent inspections by specialists might disclose violations or defects that would be apparent to such inspectors with special knowledge or experience in construction or building trades.
6. Advisory Conditions: Current and prospective owners may be advised of conditions that may not constitute a violation of our ordinance at the time of inspection, but should be brought to the attention of the owner or prospective owner before transferring property ownership. These conditions will be noted on correspondence from the department or on an Occupancy Certificate as "advisory conditions".
7. Utility Bills: Before any Occupancy Certificate will be issued and before any transfer of property or change of tenant is permitted, all outstanding water and sewer bills must be paid in full. Such Occupancy Certificate as would permit transferring property at real estate closing may be withheld if there are outstanding water and sewer debts.
8. Building/Zoning Permits: The release of the Occupancy Certificate may be withheld for failure to obtain final approval of existing permits or failure by the present owner to obtain board approval for any improvements that may require such approval.
9. Additional Inspections: The inspection conducted by the City of Union should be in addition to, and not in lieu of professional structural inspections.
10. Inspection Checklist: Attached is a list of some of the requirements that will be considered as part of the inspection process. This list is not inclusive, but identifies some of the most common violations found during inspections.
11. While it is the current owner's responsibility to have the violations corrected, the new owner may formally assume such responsibility by signing a Transfer of Responsibility Agreement form provided by the Zoning Department after being given a copy of the conditional certificate of occupancy including the list of defects. A signed copy of such an agreement shall be filed with the code official. Such a written assumption by the new owner shall release the previous owner from the responsibility to the city under this code.

INSPECTION CHECKLIST

- Foundation - Foundation walls should be kept plum and free from open cracks.
- Brick- To be in good state of repair and no open cracks.
- Windows - To be in good state of repair - caulked and painted, no broken glass.
- Exterior Doors - To be in good state of repair - caulked and painted, no broken glass.
- Painting - No peeling or cracked paint.
- Decks - Free of rotting materials and with all railing installed to code.
- Covered Patios and Porches - To be in good state of repair - no rotting materials and with all railing installed to code.
- Awnings and Shutters - In good state of repair and attached to the house.
- Garage Doors - In good working order - no broken glass and no peeling or cracked paint.
- Gutters and Down spouts - In good state of repair and attached to house.
- Sanitation - premises maintained clean, safe, sanitary and free from rubbish and garbage.
- Sidewalks, walkways, driveways, parking areas, stoops, patios, and other impervious areas shall be kept in a proper state of repair and free of hazardous conditions.
- Weeds - grass shall not exceed 8 inches in height.
- Trees and Shrubbery - No dead trees or dead shrubs. Trees and shrubs to be trimmed.
- All accessory structures must be maintained structurally, sound and in good repair.
- Fence and Retaining Walls
- Pool or Hot Tub
- Each building shall have a street number displayed in a position easily observed and readable from the public right-of-way; this also includes garages abutting public alleys. All numbers should be at least 3" high.
- Exterior walls and soffit systems shall be kept free of holes, breaks, loose or rotting materials, and maintained weatherproof and property surface coated to prevent deterioration.
- Roofs must be sound and tight and not have defects which might admit rain.
- Chimneys shall be maintained in good repair.

- All exterior stairs and railings shall be maintained in sound condition and good repair.
- All exterior devices and hardware shall be maintained in good condition.
- Drainage of roofs and paved areas, yards and courts, and other open areas on the premises shall not be discharged in a manner that creates a public nuisance. Water may not be directed on, or drain to a neighbor's property.
- Garbage and rubbish shall be disposed of in a clean and sanitary manner.
- Other miscellaneous conditions and requirements as may be identified by the inspector.
- All utility bills to the City of Union must be paid in full.

In issuing a Certificate of Inspection, the city does not insure or guarantee to the holder thereof, to his assignee or other interested party, that there are no violations of the Codified Ordinances of the City of Union or statutes and regulations of the State of Ohio.