



ATTENTION!!!

AGENTS/OWNERS APPLYING FOR ANNUAL/EXTERIOR INSPECTIONS PLEASE BE ADVISED OF THE FOLLOWING:

- All properties are held at the same standard (rented, owned, or being sold).
- All **REAL ESTATE PROPERTY TAXES, RENTAL LICENSE(S), LIENS, & TRASH BILLS** must be **PAID IN FULL** (trash bills will be verified with Allied Waste/Republic Services).
- Annual inspection fee is **\$100.00**
1ST RE-INSPECTION (NO CHARGE),
2ND RE-INSPECTION \$50.00.
- The annual inspection application is valid for 30 days. You must call within 30 days to schedule every inspection.

Signature of Applicant

Thank You,
City of Berkeley Inspections Department approval
Ordinance No. 3529, Chapter 500.175, adopted in 2001



REQUEST FOR RESIDENTIAL OCCUPANCY INSPECTION

All fields must be completed unless noted.
PLEASE PRINT.

PROPERTY ADDRESS FOR INSPECTION

1. Address: _____
Number / Street / Unit

PROPERTY OWNER

5. Name: _____
First Name / Last Name

INSPECTION RATE

2. Rate
[] Rental (\$100.00 per unit)
Single-Family or Apartment
[] Owner/Occupied (\$100.00)

6. Phone Number: _____
(XXX) XXX-XXXX

7. Email: _____
XXXXX@XXXXXXXX.XXX

REQUEST SUBMITTED BY

3. Applicant
[] Property Owner
[] Agent/Property Manager
[] Other _____

8. Address: _____
Number / Street Name / Unit #

9. _____
City / State / Zip

AGENT / PROPERTY OWNER (IF APPLICABLE)
(Must be within 50 miles of the property)

SPECIAL REQUESTS*

4. Requests
[] Lock Box _____
[] Re-Occupancy _____
[] Annual _____

10. Name: _____
First Name / Last Name

11. Phone Number: _____
(XXX) XXX-XXXX

12. Email: _____
XXXXX@XXXXXXXX.XXX

13. Address: _____
Number / Street Name / Unit #

14. _____
City / State / Zip

*An inspector can enter a vacant property on a lock box only when there are no personal items and furniture present. Missed inspection fees will be charged on inspections that cannot be conducted because entry to the property is not provided at the time the inspector arrives at the property for the inspection.

MISSED INSPECTION FEE: A missed inspection fee of \$50.00 will be charged when an inspection cannot be completed because the work is not ready or entry is not provided.

APPLICANT SIGNATURE
*By signing below, you state that the information provided on this application is truthful to the best of your knowledge, and you have read and understand the terms of service regarding this inspection.
Name (Printed) Signature Date
Initial Inspection Date: Time: Pass ___ Failed ___ No One At Site ___ Inspector:
1st Re-Inspection Date Time Pass ___ Failed ___ No One At Site ___ Inspector
2nd Re-Inspection Date Time Pass ___ Failed ___ No One At Site ___ Inspector
If 2nd Re-Inspection fails, a new inspection is required.

