



CLEVELAND HEIGHTS POINT-OF-SALE FACT SHEET

SELLER OBLIGATION: Owners of residential or commercial real estate, including single-family and two-family dwellings, duplexes, apartments and condominiums, are required to obtain a Certificate of Inspection (Point of Sale) prior to entering into an agreement to sell or convey an interest in such property.

FEES: The fee for the Point-of-Sale inspection is \$150 for the first unit and \$50 for each additional unit.

REQUIRED USE OF CERTIFICATES: Sellers must provide the prospective purchaser with a copy of the original Certificate of Inspection and Certificate of Compliance (if available) prior to the execution of a contract of sale.

TIME LIMIT: The Certificate of Inspection provided to the purchaser shall be valid for one (1) year from the date of issuance.

BUYER'S ACKNOWLEDGEMENT: An Acknowledgement Form signed by the purchaser affirming receipt of an original Certificate of Inspection and a Certificate of Compliance (if available) must be deposited in escrow and a copy provided to Inspectional Services as a condition of title transfer. Title Company information, name, contact, address, phone and fax number must be furnished to the City.

ESCROW REQUIREMENT: If all Class A violations listed in 1329.051 on a Certificate of Inspection are not corrected prior to transfer of title, an escrow account must be established and funds, in an amount not less than \$1,000 and equal to 125% of the estimated cost of repairs, must be deposited to pay to correct all violations. A rehab or 230K loan will be considered if it addresses all the Class A violations.

ESCROW DETERMINATION: The amount to be held in escrow shall be determined by City staff. The amount to be deposited in escrow shall be 125% of the estimate for the required repairs or the amount of a signed contract with a company registered to do business in Cleveland Heights.

ESCROW NOTIFICATION: The escrow agent must notify Inspectional Services in writing of the amount of funds being held to correct all remaining violations.

ESCROW DISBURSEMENT: Funds held in escrow shall be disbursed only upon written authorization from the City. The City may authorize partial release if it is determined substantial progress has been made in correcting the violations and that sufficient funds remain in escrow to correct the remaining violations.

ESCROW AGENT OBLIGATION: No person, firm or corporation acting in the capacity of an escrow agent in any real estate transaction shall transfer title or disburse funds from any sale unless the provisions of Chapter 1329 of the Housing Code have been satisfied.

FAILURE TO COMPLY: Any person violating any provision of Chapter 1329 of the Housing Code will be guilty of a misdemeanor of the first degree and shall be punished as provided in Section 1345.99 of the Housing Code of the Codified Ordinances.