

Village of Berkeley
Pre-Sale Property Transfer/Inspection Report



Applicant/Owner: _____

Phone: _____

Pre-Sale Address: _____

Residential / Commercial / Apartment (Circle One)

Does the property currently have a fire sprinkler system: (Circle One) yes no

Person to be at inspection: _____

Phone: _____

Property Owner: _____

Phone: _____

I hereby authorize the Village of Berkeley's Building and Zoning Department to make an onsite inspection of the building/premise located at the address indicated at the top of this form.

Owner Signature: _____

Date: _____

Paid (cash or certified funds only): _____

Pre-Sale Inspection Date: _____

MSD Inspection Date: _____

Fire Department Inspection Date: _____

100's	
50's	
20's	
10's	
5's	
1's	
Coin	
Total:	

Inspection scheduled in Calendar? Yes _____ No _____ **Scheduled Inspections Verified by:** _____

- Vacant Property Registration (Yes/No)
- Plat of Survey Rec'd _____ (date)
- MLS Listing Rec'd _____ (date)
- Presale Inspection paid for _____ (date)
- Presale scheduled for _____ (date)
- MSD Inspection scheduled for _____ (date)
- Presale Inspection passed _____ (Yes/No)
- Presale Re-Inspection needed? _____ (Yes / No / NA) _____ (date)
- Presale Re-Inspection passed _____ (date)
- MSD Inspection passed _____ (Yes/No) Certificate prepared (Yes / No)
- Property Tickets? _____ (Yes/No)
- Scheduled Final Water Bill for _____ (date)
- Final Bill paid _____ (date)
- Stamped Deed _____ (date)

