

REQUEST FOR REPORT OF BUILDING RECORDS

A report of building records is required to be delivered to the buyer prior to the sale or exchange of improved property [Ordinance No. 2383 (effective 1/9/96)].

**A fee of \$47.25* is due and payable with this request
\$90.00 per hour if research involves 45 minutes or more**

Property Address: _____

Property Legal Description: _____

Use of Building: Single Family Apartment Condominium
 Townhouse Commercial Industrial

Owner of Building: _____

Owner Address: _____

Escrow No: _____

Escrow Agent: _____

Name Address Phone

Buyer Real Estate Agent/Broker: _____

Name DRE License # Phone

Seller Real Estate Agent/Broker: _____

Name DRE License # Phone

Listing Agent: _____

Name DRE License # Phone

Report of Building Records to be: *(Please select one and provide contact information)*

Pick up at 214 South C Street., Oxnard

Mailed (Regular Mail): Name: _____

Address: _____

City/State/Zip: _____

Applicant's Signature Date Phone Number

FOR OFFICE USE ONLY

Date Received: _____

Date Completed: _____

By: _____

By: _____