



## Point of Sale Inspection Overview

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It's no accident that residential property in New Hope is well maintained. Since 1978, New Hope has required sellers to have their home inspected by a city inspector and to make any needed repairs before the home is sold. The Point of Sale Inspection program plays an important role in helping to maintain the value and quality of New Hope's housing.

### **What properties need a Point of Sale Inspection?**

A Point of Sale Inspection is required prior to the sale of any residential property, including single-family homes, condominiums, townhomes, cooperatives, and apartment buildings. A Point of Sale Permit Inspection application will need to be filled out, the fee paid, and a permit number issued before an inspection can be scheduled.

### **How long does it take?**

The initial inspection takes about 45 minutes to an hour for a single-family home. It is important to schedule the inspection as soon as possible as inspection times can fill up quickly. Most properties require corrections and a final inspection, which generally takes about 30 minutes.

### **What does the inspector look for?**

During the inspection, the building inspector looks for items in the home that present safety or maintenance concerns. A list of criteria can be found on the back of this handout. Following the inspection, the homeowner receives a "fix it" list that spells out the repairs that will be needed to bring the property into compliance with city codes. The home seller must make the specified repairs and have the home re-inspected before a Certificate of Property Maintenance will be issued for the completion of the sale. The initial and final inspections are covered by the application fee. A \$50.00 charge will apply for each inspection needed thereafter.

### **Temporary Maintenance Agreement option**

- If the seller is physically or financially unable to make the repairs, the home may be sold "as is" if the buyer commits to making the repairs. This can only be done if no safety or hazardous conditions exist on the property.
- The buyer must contact the city's Inspections department to obtain and complete a Temporary Maintenance Agreement.
- The application will require that a valuation be determined by the city based on the retail value of all work orders as well as information and signatures from the seller, buyer, escrow agent, and city.
- A financial guarantee in the form of a cash escrow at least equal to the determined valuation of repairs must be posted with an attorney, closing company or Title Company in order to ensure the completion of the necessary corrections. The minimum escrow amount is \$500. The city is unable to hold escrow checks.
- Upon completion of the application process and confirmation that funds are being held in escrow, a Temporary Certificate of Property Maintenance will be issued.
- Once the necessary repairs have been completed, a re-inspection should be scheduled. This inspection must be completed within 90 days of closing. If the re-inspection indicates that the repairs comply with code requirements, a Certificate of Property Maintenance will be issued as well as a form approving the release of escrow.



# City of New Hope Community Development

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## Point of Sale Code Compliance Criteria

**Please be sure the following items are in compliance at the time of the inspection:**

Heating Systems & Space Heaters	<ul style="list-style-type: none"> <li>All units 20 years and older must be evaluated by a bonded contractor and a written report must be provided</li> </ul>
Plumbing System, Waste & Vent	<ul style="list-style-type: none"> <li>Piping under sink must be rigid and may not be flexible</li> <li>Loop dishwasher drain line under countertop as high as possible</li> <li>Install anti-siphon valve to outside faucets and threaded laundry tub faucets</li> </ul>
Sump Pump & Drain Tile	<ul style="list-style-type: none"> <li>Check to see that basket cover is secured</li> </ul>
Electrical Outlets, Fixtures & Wiring	<ul style="list-style-type: none"> <li>Test all GFI outlets for proper operation</li> <li>Replace missing or damaged switch plates or outlet plate covers</li> <li>Working light bulbs required in all fixtures, replace missing globes</li> <li>Extension cords may not be used as a substitute for fixed wiring</li> </ul>
Smoke Detectors	<ul style="list-style-type: none"> <li>Must be operable</li> <li>Must be located on every level without a bedroom, outside of all sleeping rooms, and inside of each sleeping room</li> </ul>
Carbon Monoxide (CO) Detectors	<ul style="list-style-type: none"> <li>Must be located within 10 feet of all sleeping rooms and on the same level as those rooms</li> </ul>
Basement	<ul style="list-style-type: none"> <li>Check floor drains for clean-out plug</li> <li>Windows must have two panes of glass</li> </ul>
Stairways & Interior	<ul style="list-style-type: none"> <li>Ensure handrails are present on at least one side of each stairway with four or more risers</li> <li>Check for approved guardrail on open sides of stairways and landings that are at least 30" or more above adjoining grade</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>Verify that toilet is firmly secured to floor</li> <li>Check for operable window with screen if bathroom does not have exhaust fan</li> <li>Ensure there is at least one functioning light fixture and electrical receptacle</li> <li>Verify that any outlets that have been added or replaced are GFI protected</li> <li>Verify any hand held shower wands are installed with anti-siphon device</li> </ul>
Porches, Balconies & Decks	<ul style="list-style-type: none"> <li>Maintain sliding patio door locks, rollers, and screens</li> <li>Repair/replace all rotted wood</li> </ul>
Garages (Attached & Detached)	<ul style="list-style-type: none"> <li>Repair any holes in sheetrock located between house and garage</li> <li>Verify electrical wiring is installed in a safe and approved manner and garage door openers are plugged directly into an outlet</li> <li>Door between garage and house must be 1-3/8" solid wood, 1-3/8" solid steel or honey-comb-core steel door, or 20-minute fire rated door (homes built before 1962 exempt unless doors have been replaced)</li> <li>Cracks and trip hazards in garage floor must be repaired</li> </ul>
Exterior	<ul style="list-style-type: none"> <li>Verify kitchen vent hoods and bathroom fans are vented to the exterior</li> <li>Repair damage or cracks in chimney caps</li> <li>Clean gutters, drain spouts, and drain extensions of all leaves, debris, and obstructions.</li> <li>Replace all damaged or missing siding</li> <li>Maintain clearance in front of electrical panel, water heater, and furnace</li> <li>Check condition of windows and screens, repair/replace if cracked/broken or screens are torn</li> </ul>
Zoning Issues	<ul style="list-style-type: none"> <li>Trash cans must be screened if stored outside</li> <li>Vehicles stored outside must be operable and licensed</li> </ul>
Pets & Animals	<ul style="list-style-type: none"> <li>Must be contained as to not interfere with inspection</li> </ul>

**\*Please note that this list is not all-inclusive.**