

# Cities in the San Gabriel Valley requiring City Reports

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**CITY OF AZUSA:** <http://www.ci.azusa.ca.us/>

Rental Property Ordinances and Inspections:  
[http://www.ci.azusa.ca.us/building/rental\\_ordinances.asp](http://www.ci.azusa.ca.us/building/rental_ordinances.asp)

Application For Real Property Records Report:  
[http://www.ci.azusa.ca.us/com\\_improvement/PDF/Application-RPRR.pdf](http://www.ci.azusa.ca.us/com_improvement/PDF/Application-RPRR.pdf)

Information found on their website:

## What is the Real Property Records Report Ordinance?

This is an ordinance that requires all properties being sold in the City of Azusa to be reviewed for compliance with local land use regulations, and building regulations. This report is required to be provided to a prospective buyer which will disclose to the buyer any unpermitted construction, unpermitted land uses, any legally existing nonconforming uses, or other information which may affect the buyer.

**CITY OF EL MONTE:** [www.ci.el-monte.ca.us](http://www.ci.el-monte.ca.us)

Building Division: <http://www.elmonte.org/Citygov/building/buildmain.html#services>

Applicant Statement for Occupancy Inspection Program:  
[http://www.elmonte.org/Citygov/building/Forms/realprop\\_app.pdf](http://www.elmonte.org/Citygov/building/Forms/realprop_app.pdf)

Information found on their website:

## Special Services Provided:

VIEW PAST BUILDING PERMITS	NO CHARGE
<b>NEW CITY ORDINANCE</b>	SINGLE UNIT RESIDENTIAL INSPECTION: \$195.50
OCCUPANCY INSPECTION PROGRAM/REAL ESTATE INPSECTION	FIRST 5,000 SQ FT COMMERCIAL INSPECTION: \$252.50
<b>REQUIRED FOR ALL PROPERTY SALES OR TRANSFERS (EFFECTIVE APRIL 1, 2007)</b>	<b>PLEASE CALL FOR FEES ON ADDITIONAL UNITS, OR LARGER COMMERCIAL BUILDINGS.</b>

**CITY OF INDUSTRY:** <http://www.cityofindustry.org/>

Some properties within the City of Industry may require city reports to be obtained through the City of Los Angeles.

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**CITY OF LOS ANGELES:** <http://www.ci.la.ca.us/>

LA Residential Property Report System: <http://netinfo.ladbs.org/autos/autos.nsf>

Information found on their website:

*Welcome to the City of Los Angeles' Automated Residential Property Report System (Autos). At this site you can order a new "Report of Residential Property Records and Pending Special Assessment Liens" (also known as a Residential Property Report, RPR, or Form 9), check on the status of an RPR, and, if you have the RPR No. and County Assessor Identification Number (also known as AIN or Book-Page-Parcel No.), print a completed RPR. Instructions for using Autos and phone numbers for customer assistance are available by clicking on HELP to the left of this screen. Please review the instructions before placing a call as your questions may be answered in that text. If the instructions do not answer your questions, do not hesitate to call for assistance.*

*Los Angeles Municipal Code Section 96.300 requires that the seller of residential property provide an RPR to the buyer before entering into an agreement of sale or exchange of residential property or prior to the close of escrow in connection therewith. There is a fee of \$70.20 for each report requested.*

Application for Report of Residential Property Records and Pending Special Assessment Liens:  
[http://www.ladbs.org/permits/permit\\_related\\_forms/9aform\\_Autos.pdf](http://www.ladbs.org/permits/permit_related_forms/9aform_Autos.pdf)

Los Angeles Department of Building and Safety: <http://www.ladbs.org>

Information found on their website:

## Customer Call Center

Effective December 1, 2007, the Department of Building and Safety Customer Call Center's toll free number 888-LA4-BUILD and the outside L.A. County number (213) 482-0000, will **ONLY** be used for automated requests for inspections. You may still request your inspection through our web site at [www.ladbs.org](http://www.ladbs.org)

Los Angeles Department of Water and Power: <http://www.ladwp.com/ladwp/homepage.jsp>

Housing Authority of the City of Los Angeles: <http://www.hacla.org/>

**CITY OF MONTEREY PARK:** <http://ci.monterey-park.ca.us/home/index.asp>

Property Report Instructions: [http://ci.monterey-park.ca.us/docs/property\\_reports\\_instruction07.pdf](http://ci.monterey-park.ca.us/docs/property_reports_instruction07.pdf)

Buyer's Option (to Assume Responsibility of Outstanding Property Corrections): [http://ci.monterey-park.ca.us/docs/buyer\\_s\\_option.pdf](http://ci.monterey-park.ca.us/docs/buyer_s_option.pdf)

Information found on their website:

Selling a building in Monterey Park requires a property inspection report from the City. Section 16.34.010 of the Monterey Park Municipal Code states that "no person shall sell, transfer or exchange any building unless a property report is first obtained (from the City) and delivered to the buyer or transferee of such building."

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**CITY OF PASADENA:** <http://www.ci.pasadena.ca.us/>

Pasadena Certificate of Occupancy:

<http://www.cityofpasadena.net/permitcenter/permits/noncnstpmt.asp#Certificate%20of%20Occupancy:Sale%20of%20Home>

Occupancy Inspection Program Application:

<http://www.cityofpasadena.net/permitcenter/pdf/OIPApplication.pdf>

Information found on their website:

## **CERTIFICATE OF OCCUPANCY: SALE OF HOME**

Type of permit application: [Certificate of Occupancy](#)

Type of review:	Inspection
Length of review:	One inspection, must schedule two weeks in advance.
Submittal Requirements:	Fee required prior to inspection.
Special Considerations:	
Fees:	See our <a href="#">Fee</a> schedule

**CITY OF SAN MARINO:** <http://www.ci.san-marino.ca.us/>

Information found on their website: [http://www.ci.san-marino.ca.us/city\\_ordinances.htm#sale](http://www.ci.san-marino.ca.us/city_ordinances.htm#sale)

## **HOUSE INSPECTION UPON SALE**

A certificate of compliance will be required on each piece of property undergoing sale or change of occupancy. Special concern will be for converted garages and second kitchens.