Town of Tiburon Building Division 1505 Tiburon Blvd (415) 435-7380

APPLICATION FOR RESIDENTIAL BUILDING RECORD (RBR)

Section 13A-3 of the Tiburon Municipal Code requires that: "Prior to the sale or exchange of any dwelling unit, the owner shall obtain from the Town a report of the Residential Building Record (RBR) showing the regularly authorized use, occupancy, and zoning classification for the property and an itemization of deficiencies in the dwelling unit." Section 13A-8 of the Tiburon Municipal Code requires that "All deficiencies identified as mandatory in the RBR shall be corrected." The application fee is $250 (plus $75 each for any additional living units) and includes an on-site inspection of the building(s), review of the Town's planning and building records prior to preparation of the report, and one follow-up reinspection. The report shall be issued within ten (10) working days of the inspection date. The report shall be valid for a period of twelve (12) months following the date of issuance. NOTE: the $250 fee includes one reinspection at no additional charge, however, if the inspector needs to return for an additional reinspection a $75 fee will be required. Also, a $75 fee will be assessed for any missed inspection appointments.

APPLICANT INFORMATION:

1. Property Address :_____AP# ___ ___ ___
2. Owner :_____
3. Listing Agency/Agent:_____

CHECK ONE BOX ONLY: ☐**MAIL Report** ☐**FAX Report** ☐**WILL PICK UP**

Mail to: _____
Address:_____Phone#(___)_____
_____ Fax#(___)_____

DISCLOSURE TO PURCHASER: A copy of the RBR report MUST be provided by the seller or the seller's agent to the purchaser prior to the transfer of ownership. The purchaser shall acknowledge receipt of the report by signing the "Notice to Prospective Purchaser" portion of the report and filing it with the Town of Tiburon Building Official no later than five (5) working days after transfer of ownership. All mandatory corrections listed in the RBR report, if not completed by the seller prior to transfer of ownership, become the responsibility of the purchaser TO COMPLETE WITHIN 30 DAYS OF THE TRANSFER.

AGREEMENT: I AM THE LEGAL OWNER OR THE AUTHORIZED AGENT OF THE LEGAL OWNER OF THE PROPERTY LISTED ABOVE AND HEREBY AUTHORIZE THAT AN INSPECTION BE MADE OF THE SUBJECT BUILDING(S) AND THAT A REPORT OF RESIDENTIAL BUILDING RECORD (RBR) BE ISSUED THEREFORE. IN SIGNING THIS APPLICATION FORM, I AGREE:

a) ***to make all corrections listed as mandatory on the RBR report prior to transfer of ownership and to schedule and pass a reinspection, or***
b) ***to fully disclose to the purchaser that he/she must complete all mandatory items within thirty (30) days of transfer of ownership and he/she must schedule and pass a reinspection, and that failure to do so may result in fines of $100 per day and prevent the issuance of future building permits and RBR reports until all corrections have been made/any fines paid.***

Print Name:_____
Signature:_____ Date_____

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FOR OFFICE USE ONLY: Date Received: _____Fees Paid _____RBR #_____
Date & time of inspection:_____ Receipt #_____