

CITY ORDINANCES REGARDING SALE OF PROPERTY

Bloomington - The Time-of-Sale Housing Inspection Program: The program provides potential purchasers with information about the condition of a dwelling and requires the correction of immediate hazards. An inspection and a report are required for all houses offered for sale. All single family, two family, and multiple family dwellings, including condominiums, townhouses and mobile homes are included. The property must be inspected and a report form completed prior to offering the property for sale. The Housing Evaluation Report must be available for review by potential purchasers at all times when the property is offered for sale. The seller can choose either a licensed independent contractor or the City's Building and Inspection Division staff. All inspectors are required to be licensed by the city of Bloomington. The city maintains a list of all licensed inspectors. Only those items which pose an immediate hazard to the occupants of the structure are required to be repaired. Other deficiencies are noted in the Housing Evaluation Report, but do not require correction. When hazardous items are identified by the inspector, the City of Bloomington follows up to determine whether the hazardous condition has been corrected. Hazardous conditions must be corrected and approved by the city before the dwelling is occupied. If the dwelling is already occupied, corrective action shall be taken by the owner or agent of the owner. For more information, call City of Bloomington Building and Inspection Division, 952/948-8930. www.ci.bloomington.mn.us

Brooklyn Park – Certificate of Inspection. No person shall sell, purchase, give, convey by deed or otherwise, or in any other manner transfer title to any single-family home, duplex, townhome, condominium or any other residential dwelling in the city without first applying for and obtaining a Certificate of Inspection from the city. A Certificate of Inspection is not required if:

- (1) A Certificate of Occupancy has been issued by the Building Official within five years before title to the property is transferred;
- (2) The property is a newly constructed model home;
- (3) The property is newly constructed and has not been previously occupied; or
- (4) The property is inherited and not occupied by the person receiving the inheritance.

(C) Application. The owner of any residential dwelling or the owner's representative should apply to the city for a Certificate of Inspection before the property is offered for sale or purchase, whether for consideration or otherwise. The applicant must pay the application fee at the time of the application. Such fee shall be set from time to time by City Council and set forth in the Fee Resolution listed in the Appendix to the City Code.

(D) Inspection. The applicant for a Certificate of Inspection is responsible for requesting an inspection of the property after making application and payment of the fees. An inspection shall be made by the city to determine whether the property complies with applicable City Code requirements and complies with all applicable building, fire, health, and property maintenance codes. The entire property shall be made available for inspection.

(E) Compliance. If the property is found in compliance with City Code requirements and complies with all applicable building, fire, health and property maintenance codes, a Certificate of Inspection will be issued by the city. A Certificate of Inspection is valid to be used only by the owner listed on the Certificate for a period of 18 months from date of issuance. Failure to transfer ownership does not relieve the owner from making the identified repairs to the property.

(F) Temporary Certificate of Inspection. A temporary Certificate of Inspection may be issued by the city permitting the transfer of ownership in situations where some of the corrections listed in the Certificate have not been made providing:

(1) The City Inspector determines that no immediate safety or hazardous conditions exist on the property; and

(2) An agreement by the buyer and seller has been executed and filed with the city, whereby the buyer agrees to complete the corrections to the property within 180 days after transfer of ownership to the buyer. Failure of the buyer to complete the corrections during that time period is a violation of this section. All hazardous or unsafe structures or equipment as defined by the International Property Maintenance Code (IPMC) shall be corrected prior to the transfer of property.

(G) Appeal. Appeals regarding compliance with this section shall be in accordance with the currently adopted International Property Maintenance Code (IPMC) section 111.

(H) Penalties. Penalties for violations of this section shall be in accordance with § 106.02(G).

(I) No warranty by city. By enforcement of this section, neither the city, nor its Council, agents, or employees, warrant or guarantee any aspect of any structure, dwelling or property. Buyers and sellers should take whatever steps they deem appropriate to protect their interests prior to transfer of ownership.

(J) Sunset provision. This section applies to all transfers of property occurring between September 15, 2007 and September 15, 2012.

For more information, call 763.493.8101 go to www.brooklynpark.org.

Crystal – Mandatory Code Compliance: The City of Crystal requires an inspection of all dwelling units at time of sale by the city housing inspector. "Dwelling Unit" is defined as a single or two family property, a duplex, a condominium, or a townhouse. It is unlawful in Crystal for an owner to convey a dwelling without providing the buyer a certificate of compliance or a disclosure statement at time of sale.

The certificate of compliance issued by the Crystal housing inspector indicates that the property has been inspected and any conditions found in violation of city code have been noted. The owner is responsible for the corrections required by the compliance order.

As an alternative procedure, the owner may provide the prospective buyer at the date of execution of any document conveying the property, a written disclosure statement stating the conditions in the property that, if not corrected, will constitute a major structural defect or an immediate health and safety hazard. In this instance, the buyer is presumed to have purchased the property with notice of this condition and is responsible for the corrective actions required by the ordinance. Call 763/531-1000 for more information.

Golden Valley – Point of Sale Inspection, Before any property is offered for sale or transferred, the City must complete a Point of Sale Inspection. Any improper connections or significant defects in the sanitary sewer service pipe must be corrected before the City will issue a Certificate of I/I Compliance. If a Certificate of I/I Compliance is more than one year old, a sump pump inspection is required before a sale or transfer of ownership.

Hopkins – Truth in Housing Disclosure: Hopkins has a time of sale housing inspection ordinance requiring a truth in housing disclosure report to be completed by an independent truth in housing evaluator. The ordinance requires inspection of all one to four unit dwellings including condominiums and townhouses. The Truth in Housing Disclosure Report must be available for review whenever the property is offered for sale.

The ordinance does include a section titled, Mandatory Correction of Hazardous Items. Items listed in this section must be corrected if noted on the disclosure report. These hazardous items are related to gas piping, water heaters, furnaces, gas fired appliances, free standing space heaters, venting systems, ungrounded electrical fixtures, and rooms being used as bedrooms without proper egress. For information call 952/935-8474.

Maplewood – Truth in Housing Disclosure: Maplewood requires a disclosure type Truth-in-Housing inspection be done before a property is listed or shown. The ordinance includes all dwelling, single-family, duplexes, apartments, condominiums, townhouses and mobile homes. The city maintains a list of licensed Maplewood inspectors. Questions? Contact Ken Roberts at 651-770-4560.

Minneapolis – Certificate of Approval, Truth in Sale of Housing, Code Compliance (Acknowledgment of Responsibility or Acknowledgement of Responsibility for Code Compliance signed at closing).

Truth in Housing Disclosure: The purpose of the Minneapolis Truth in Housing Ordinance is to inform the buyer and seller of a home, prior to the time of sale, of any major structural defects or hazards to the

health and safety of the occupants. The revised ordinance (effective January 1, 2019) requires the repair or replacement of certain items declared as health or safety hazards by the truth in housing evaluator.

The ordinance requires that the seller of single and two family dwellings and townhouses in the City of Minneapolis provides either a Truth in Housing Disclosure Report or a certificate of Code Compliance to the purchaser of the home prior to time of signing a purchase agreement. Condominiums and sales of new units are exempt. The truth in housing report must be prepared by a certified truth in housing evaluator, generally hired by the seller. The ordinance requires that the completed truth in housing evaluation, the certificate of code compliance, or the orders resulting from a code compliance inspection be available for inspection at the premises at all times when the dwelling is being offered for sale. The fee for the truth in housing inspection is negotiated between the seller and the evaluator. A new disclosure report, certificate, or orders resulting from a Certificate of Code Compliance inspection shall be required for each change of ownership at time of sale. For more information, call the inspections department at 612/673-5862. Or call the automated information number, 612/673-2489, and ask for option 16.

New Hope – Dwelling and Maintenance Ordinance: The New Hope Dwelling and Maintenance Ordinance requires code compliance inspections on All residential property prior to every sale, or at change of name conveyance. Application is made and inspection fee paid by the seller or seller's agent. Any orders issued are to be completed within 60 days or before closing, whichever comes first. The city inspector is called back for final inspection when all corrections are made, and the Certificate of Compliance is then issued.

A prospective buyer may purchase the property "as-is" by signing an acknowledgment of work ordered (document provided by the City) and agreeing that work shall be completed within 60 days after closing. Upon receiving this acknowledgment, the seller receives the Certificate of Compliance, so the sale may proceed.

For more information, call 763/531-5124.

Osseo – Truth in Housing: Osseo requires a Truth in Housing Disclosure Report at the time of sale for all single family, two family, and three and four family dwellings including condominiums and townhouses.

No owner or agent for the owner may sell residential properties in Osseo without providing to the buyer prior to the time of sale a Truth in Housing Disclosure Report issued within one year of the time of sale. The report shall be made available for inspection at the property at all times when the property is being offered for sale.

The ordinance requires that items noted as hazardous by the housing inspector on the report must be repaired by the owner prior to occupancy by the buyer. The buyer may elect to make the required repairs with the written consent of the city. Call Osseo for more information, 763-425-2624.

Ramsey – Point of Sale Inspection for properties with Individual Sewage Treatment Systems.

Richfield – Mandatory Code Compliance: Richfield requires that all single and two family homes obtain a Certificate of Housing Maintenance Compliance and be inspected by Richfield city inspectors at the time of sale.

A city inspector will conduct an inspection of the property. If violations exist at the time of inspection, a notice will be given to the owner indicating the areas that are to be corrected and the timeframe in which this is to be accomplished. A follow-up inspection will be conducted and a Certificate of Housing Maintenance Compliance will be issued if the violations have been corrected.

A prospective owner shall not occupy the structure prior to the issuance of the certificate except in extraordinary or exceptional circumstances.

During the period of one year following its issuance, a certificate may be accepted by the city in satisfaction of the requirements without the need for a second inspection unless alterations and remodeling have occurred which would warrant reinspection and provided that the seller is the one who is named on the certificate..

An application must be completed whenever a single or two family home is to be sold. This application is to be completed and mailed to the city with the appropriate license fees as soon as the closing date has been set. For more information contact the Inspections Division at 612/861-9882.

Robinsdale - The City of Robbinsdale has implemented a new Truth in Housing program which becomes mandatory May 1st. Robbinsdale will call this a Point of Sale program. The Robbinsdale Point of Sale program will be almost identical to the [Hopkins Truth in Housing](#) program. Below are the main points - this is a summary of the most important parts to know, but obviously does not include every detail about the program.

When: By May 1st, all homes listed for sale are required to have a Point of Sale inspection performed. This includes one, two, and three family homes, condominiums, and townhomes.

Exceptions: New construction homes, and sales to an owner or relative. For purposes of this exception, relatives shall be defined as a husband, wife, father, mother, son, daughter, brother, sister, grandson, granddaughter, grandfather or grandmother

Who: Inspections will be done by private evaluators who are certified with the City of Robbinsdale, such as myself. If repairs are needed, a Robbinsdale city inspector (Building Official) will inspect the repaired items.

Repairs: Items identified as potentially hazardous to occupants will be marked as "RR" - Repair / Replace. The seller is responsible for correcting these items before selling, or in some cases the buyer may accept responsibility for the repairs.

St. Louis Park – Mandatory Code Compliance: This ordinance applies to all single and two family units, townhouses and condominiums. The present occupant or owner must make application for the certificate of Housing Maintenance Compliance. The initial inspection must be completed before a seller can accept a purchase agreement.

To schedule an inspection, either the homeowner or the owner's agent must complete an application form and submit the application fee. An appointment for a 45 minute inspection should be available within three to four days. Forms are available by calling 952-924-2588 or stopping by City Hall, 5005 Minnetonka Boulevard.

During the inspection, a City inspector will check the roof, foundation, exterior, electricals system, plumbing, and heating and cooling system for compliance with the City's housing requirements. If the inspector finds that the home complies with the housing code, you will receive a Certificate of Compliance.

If the inspector finds code violation, work orders are issued for the needed repairs. After the corrections are completed, a City housing inspector will return for a follow-up inspection to verify that all repairs meet code. Once this is done, a Certificate of Compliance is issued. Sellers must obtain a Certificate of Compliance before the sale, transfer of title, or change of occupancy.

A house must comply with the code that was in effect at the time the home was constructed. Corrections must be made if the deficiency was a violation of the code when the home was built or if the deficiency poses a safety hazard. Life-safety hazards must be corrected, even if the deficiency was not a code requirement when the home was constructed. Many items, such as ceiling heights, floor area and window size, are exempt from the code if they are considered "built-in deficiencies" and do not present a safety hazard.

If the structure complies with the housing code, the city manager will issue a certificate to the present owner or occupant. This certificate is then filed with the city. The prospective buyer shall not take occupancy of the dwelling before the certificate has been filed with the city. The Certificate of Housing Maintenance Compliance is valid for one year from the date of issuance. For more information call 952/924-2588.

St. Paul – Truth-In-Sale of Housing: The City of St. Paul has proved in its Legislative Code an ordinance concerning the sale of housing within the City's limits known as Chapter 189, the truth-In-Sale of Housing ordinance. this ordinance provides for a Truth-In-Sale of Housing Disclosure Report that may only be compiled by an independent evaluator who has been tested and licensed by the City.

Failure to obtain a truth-In-Sale of Housing Disclosure report before marketing a house for sale, or failure to make that disclosure report available to prospective buyers is a violation of law and is punishable as a misdemeanor carrying up to 90 days in jail and/or a \$700.00 fine.

This disclosure report is an overview of the building components and fixtures. It is to inform a prospective buyer of the observed condition of a dwelling at the time of the evaluation. The disclosure report is intended to provide basic information to the home buyer and seller prior to the time of sale; not necessarily detailed information. Prospective buyers may also seek additional opinions from various experts in the inspections field prior to purchase.

One and two-family dwellings, townhomes, condominiums and co-ops require a Truth-In-Sale of Housing Disclosure Report whenever there is an intended change in ownership.

The report is valid for one (1) year from the date on the report and is only valid for the owner named on the report.

The ordinance requires an evaluation be done within three (3) calendar days of a dwelling being offered, listed or posted for sale. The Disclosure Report must be conspicuously displayed at the dwelling that is for sale at all times for review by potential buyers. A valid Disclosure Report issued for the dwelling must be provided to the buyer before or at the time of the sale of the dwelling. It is the responsibility of the owner or the owner's agent to comply with these requirements.

Evaluators are private contractors, not employees or contractors of the City. The City does, however, maintain a list of licensed Evaluators and will provide this list (which includes their phone numbers) to anyone requesting it. You may also contact an Evaluator through a REALTOR or agent. The City will not recommend an Evaluator. You may request a list of licensed Evaluators from the City by calling 651-266-8435.

South St. Paul – Point of Sale Code Compliance Program: Point of Sale Code Compliance Program: In South St. Paul, there is a point-of-sale code compliance program. All hazardous violations must be fixed before sale, and the inspection must be performed before the property is shown. The City of South St. Paul maintains a list of licensed evaluators. The ordinance covers all dwelling and there is a \$10 filing fee. Contact the City of South St. Paul at 651-554-3220

Orono – Septic Inspection

City of Minneapolis –

Requirements for the City of Minneapolis:

Current Certificate of Approval	Ok to close
Current "Truth in Sale of Housing" (TISH), no Certificate of Approval	Need to print "Truth in Sale of Housing" from City of Minneapolis website and have buyer sign "Acknowledgment of Responsibility" provide copies of both to the buyer and fax copy to City of Minneapolis 612-673-2437, keep fax confirmation in the file.
If property is Condemned, Vacant, Boarded Verify with City of Minneapolis Website if Code Compliance inspection is needed.	Need to obtain Code Compliance Inspection report and have buyer sign "Acknowledgement of Responsibility for Code Compliance" form provide copies of both to the buyer and fax copy to City of Minneapolis 612-673-5814, keep fax confirmation in the file.

Property info lookup service:

<http://www.ci.minneapolis.mn.us/propertyinfo/>

Enter address.

Highlight address and click Property info reports.

Will show general information, click Trust in Sale of Housing.

Click on the click on the highlighted report date to print the TISH.

You can also email: Julie.Biesemeier@ci.minneapolis.mn.us

City of St. Paul –

Requirements for the City of St. Paul:

Property Not Vacant	Ok to close
Vacant – Category 1	Need Trust in Sale of Housing, then ok to close.
Vacant - Category 2	Needs code compliance to be completed and a letter of approval from the city sent to us. <p>***The Buyer needs a code compliance (list of things that need to be fixed according to St. Paul city ordinance) from seller. They need to sit down with a general contractor and have him line by line price out how much it would cost to fix. The buyer needs to fax that bid, along with the financial statement proving he can afford to fix the property and the work schedule of the contractor saying how long the work will take to be fixed to the City of St. Paul (Scope of Work). Once the city has that letter they will need to provide the buyer/agent with an approval letter. Once we have the approval letter in our file, we can close the loan, but NOT until then. (FYI- work does NOT need to be completed to close, but needs to be completed before they can be issued with a Certificate of Occupancy)</p>
Vacant – Category 3	Cannot Close! Building is being torn down.

Property info lookup service:

<http://www.ci.stpaul.mn.us/index.asp?NID=2503>

Click Property Look-up system

Enter address

Property information and vacant building status.

Can also email: dsiweb@ci.stpaul.mn.us