



CITY OF NEW HOPE COMMUNITY DEVELOPMENT

4401 Xylon Ave N • New Hope MN 55428 • Phone: 763-531-5127

• newhopemn.gov • newhopeinspections@newhopemn.gov

POINT OF SALE PERMIT INSPECTION

PROCESS

- This permit will become null and void if work or construction authorized is not commenced within 180 days or work is suspended

INCLUDE THE FOLLOWING ITEMS:

- ✓ Point of Sale Permit Inspection (this sheet) filled out completely.
- ✓ Payment (see below)

Permit# _____

Received Application _____

Received Payment _____
For Office Use Only

PROPERTY INFORMATION

Property Address: _____

☐ Single Family ☐ Condo ☐ Duplex ☐ Rental ☐ Townhouse

☐ I am the Property Owner ☐ I am the Realtor/Representative

PROPERTY OWNER INFORMATION

Property Owner: _____

Contact Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: _____

Email: _____

REALTOR/REPRESENTATIVE INFORMATION

Business Name: _____

Contact Name: _____

Address: _____

City: _____

State: _____ Zip Code: _____

Phone: _____

Email: _____

GENERAL INFORMATION

Lock Box Number (Only provide if home is empty of all possessions): _____

Closing Date (Provide if known): _____

FEE SCHEDULE

Point of Sale	\$160
Duplex	\$320 (\$160 per unit)
Multi Family	\$160 for first unit, \$20 for each additional unit

Fees Due Upon Application	
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Signature: _____ Date of Application: _____

PAYMENT

☐ **Check** (Make payable to City of New Hope. Mail Attn: Inspections Department to 4401 Xylon Ave N, New Hope, MN 55428)

☐ **Credit Card** (Fill in information below)

• Credit Card Number: _____ Expiration Date: _____

• Billing Address: _____

• Signature: _____ Name (Print): _____



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NOTICE

This permit is good for one year from the date it is issued. This application is for a Point-of-Sale Certificate of Property Maintenance on residential property to be sold or transferred in ownership. **An inspection must be completed prior to transfer of title (closing).** The property can be inspected anytime during the selling process; however, it is recommended that the inspection be done prior to listing/advertising the property for sale.

Arranging for the inspection is the responsibility of the owner or owner's representative and must be present at the time of inspection. If no one can meet the inspector, a lock box code can be given only if the property contains no possessions. Inspections are done to ensure compliance with the city's property maintenance code. If code violations are found there are two options for the seller/buyer to consider.

1. The seller can make all the repairs prior to title transfer.
2. The buyer can assume all work orders through a city approved escrow agreement. Once repairs have been completed and a re-inspection conducted to verify compliance, or the necessary escrow agreements have been executed with the city, the transfer of title can occur in accordance with city ordinance.

I hereby apply for an inspection certificate, and I acknowledge that the information above is complete and accurate; that any compliance work will be completed per the codes and ordinances of the City of New Hope; that any transfer of title will be done in accordance with the ordinances of the City of New Hope. The undersigned acknowledges that they have read this application, and that the owner agrees to comply with the applicable provisions of the New Hope code.

Signature: _____ Date of Application: _____

ADDITIONAL INFORMATION FOR POINT-OF-SALE INSPECTION

The Point-of-Sale inspection is visual in nature and not technically exhaustive. Soil conditions, geological stability, or engineering analysis are beyond the scope and purpose of this inspection but may require an independent inspection by a third-party company.

Determining the presence or absence of radon, safety glass, lead paint, mold, asbestos, or any suspected hazardous substance, including but not limited to toxins, carcinogens, noise, and contaminants in soil, water, and air are beyond the scope and purpose of this inspection.

This inspection is made by the city as a public service and does not constitute any representation, guarantee, or warranty to any person as to the condition of buildings inspected. The city does not intend any reliance to be made on this inspection and does not assume any responsibility or liability in the inspection and Certificate of Property Maintenance.

After the home is sold, remember to call the following utility companies for final billing and to cancel service:

- ☐ City of New Hope Utility Billing Department (763) 592-6760
- ☐ Electric Utility
- ☐ Gas Utility
- ☐ Telephone Service
- ☐ Cable Service
- ☐ Garbage Hauler