



# REQUEST FOR REPORT OF RESIDENTIAL BUILDING RECORDS

City of Manhattan Beach  
 Community Development Department  
 1400 Highland Ave, Manhattan Beach CA 90266  
 Building Division (310) 802-5505

A Report of Residential Building Records is required to be delivered to the buyer prior to the conclusion of a sale or transfer of a residential building.  
 (M.B.M.C. 9.24, Effective September 20, 1973)

## ALLOW 5 WORK-DAYS FOR COMPLETION

PLEASE PRINT AND FILL OUT COMPLETELY

<b>CHECK ONE</b>	SF	DUPLEX	CONDO	TRI	QUAD	APT BLDG	MIXED USE
No. Units:	No. Bdrms:		No. Baths:		No. Parking: In Garage		No. Parking: Open

<b>ADDRESS:</b>			
<b>OWNER NAME(S):</b>			
<b>ASSESSOR PARCEL NO.:</b>			
<b>LEGAL DESCRIPTION:</b>	<b>LOT:</b>	<b>BLOCK:</b>	<b>TRACT:</b>

<b>ESCROW CLOSING DATE:</b>	<b>CHECK ONE OPTION:</b>	<b>E-MAIL</b>	<b>PICK UP REPORT</b>
<b>APPLICANT INFORMATION</b>			
<b>COMPANY:</b>		<b>CONTACT:</b>	
<b>ADDRESS:</b>			
<b>PHONE NO:</b>		<b>EMAIL:</b>	

AREAS BELOW ARE FOR CITY USE ONLY			
<b>By:</b>	<b>Date Emailed:</b>	<b>Date Called:</b>	<b>Date Mailed:</b>
<b>PROPERTY HAS ONE OR MORE OF THE FOLLOWING SPECIAL CONDITIONS:</b>			
<b>Alarm permit:</b>	<b>Cesspool: Location:</b>	<b>Encroachment in Public Right of Way:</b>	
<b>Tree Protection District:</b>	<b>Underground Assessment District:</b>	<b>Resolutions or Non-Conforming conditions:</b>	
<b>Expired Permits:</b>	<b>Non-Livable Space:</b>	<b>Usage Limitation(s):</b>	
<b>Other:</b>	<b>Other:</b>	<b>Other:</b>	

### REPORT FEES

Report Processing	(TC 4200)	307.00
Imaging	(TC 4017)	2.00
<b>Total Due</b>		<b>\$309.00</b>
Request Duplicate Of a Previous Report	(TC 4202)	53.00
Initials/Date		

*Cashier Validation Area*