

HOUSECHARLOTTE INSPECTION REQUEST
(Revised April 2016)

Date Inspection Requested				Copy of Contract Attached with all Addendums included?		Yes
						No
Staff Person Requesting Inspection				Note: Inspections will not be assigned without copy of the <i>complete</i> contract signed by buyer <u>and</u> seller.		
Borrower		Lender		Buyer's Agent		Owner
						Other
Buyer's Agent/ or other responsible party					Buyer	
ADDRESS					Address	
Telephone#					Telephone#	
Fax#					WORK	
Email						
Property Address					Buyer Rep	
Year Property Built					Is Property Foreclosed? Yes or No (Short sales are not consider foreclosure)	
Occupancy Determination	1. Is this property vacant? 2. Is this property owner-occupied? 3. Is the property tenant-occupied?				Yes or No Yes or No Yes or No *** If yes, please list the Lease end date.	
If built before 1978 (please see questions)	1. Has a lead based paint inspection ever been performed at this property? If yes, supply inspection report				Yes or No N/A	
Lead Base Addendum required before inspection can be ordered.	2. Has lead hazard reduction ever been performed? If yes, supply clearance report				Yes or No N/A	
	3. Is there currently visual evidence of chipping, peeling or flaking paint on the interior or exterior of the property?				Yes or No N/A	
Reminder: All noted violations by inspector are required to be rectified prior to HouseCharlotte funding approval.						
NOTE: Email completed form to HouseCharlotte at HouseCharlotte@cmhp.org or fax to (704) 342-2745. If you have any questions please call us at (704) 705-3999.						

This section below to be completed by the inspector.

Date Property Inspected			
Do Housing Code Violations Exist?	Yes		No
Was The Violation List Submitted To Requestor?	Yes		No
Comments:			