



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 10-20 WORK-DAYS FOR COMPLETION

PLEASE PRINT AND FILL OUT COMPLETELY

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

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

ESCROW CLOSING DATE:	CHECK ONE:	PICK UP REPORT	MAIL REPORT w/SASE
APPLICANT INFORMATION			
COMPANY:	CONTACT:		
ADDRESS:			
PHONE NO:	EMAIL:		

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

REPORT FEES

Report Processing	(TC 4200)	297.00
Imaging	(TC 4017)	2.00
Total Due		\$299.00
Request Duplicate Of a Previous Report	(TC 4202)	51.00
Initials/Date		

Cashier Validation Area