



CITY OF CLEVELAND
CERTIFICATE OF DISCLOSURE APPLICATION FOR
TRANSFERRING RESIDENTIAL PROPERTY (1-4 UNITS)
Escrow/Transferring Agent must ensure that this form is completed in its entirety prior to transfer. Indicate "NA" for all questions that do not apply.

File No: COD19-00341
Fee: \$0.00

If violations and/or a condemnation history is found on the referenced property, the Purchaser shall sign the current Violation Notice and/or condemnation history as attachments to the purchase agreement and those documents are to be forwarded to Records Administration in Room 517 along with a signed copy of Parts A through D of the Certificate of Disclosure Application for filing.

If no violations and/or condemnation history is found on the referenced property, the signed Certificate of Disclosure Application will be mailed to the Escrow Agent.

It is the responsibility of the Escrow Agent to mail the Certificate of Disclosure Application with the Purchaser's signature acknowledging receipt to the City of Cleveland within 5 working days.

The processing fee of \$60.00 must accompany the Certificate of Disclosure Application. If the processing fee is not enclosed, the application process will not be completed. Any questions can be directed to the Records Administration at (216) 664-2826.

Note: For all rental properties, the rental fees must be current before the Certificate of Disclosure Application is released. Any delinquencies must be collected at this time.

Ordinance #1864-01 mandates the completion of the Certificate of Disclosure form for all 1-4 family unit transactions prior to the sale or disbursement of funds.

Violation of this Housing Code is a penalty of not less than \$50.00 and no more than \$500.00 for the first offense, and for a second or subsequent offense shall be fined not less than \$100.00 or no more than \$1,000.00 or imprisoned for not more than six months or both. A separate offense shall be deemed committed each day during or on which an offense occurs or continues.