



Residential Sales Agreement

This agreement is used for closing purposes and fulfills City of Dearborn ordinance requirements for transferring ownership of residential property in lieu of a Certificate of Occupancy.

- ❖ A non-refundable \$495 administrative fee will be charged for this agreement.
- ❖ A \$25 fee will be applied to void this agreement.
- ❖ Extensions may be allowed for good cause. Extensions must be approved by the Residential Services Department. Extensions are made for an additional thirty (30) days for a fee of \$25.

LOCATION ADDRESS: _____
 Inspection Report Dated: _____

VACANT / PRE-OCCUPANCY

- Property must remain vacant until occupancy is approved by the Residential Services Department.
- Each violation listed on the City of Dearborn inspection report will be corrected to the satisfaction of the City of Dearborn within six (6) months of the date of this agreement.
- Conditional occupancy may be allowed for owner-occupied properties only, upon completion of required repairs of health and safety items and exterior property maintenance items. Conditional occupancy may also be allowed if required repairs cannot be made due to weather-related conditions. Conditional occupancy must be approved in writing by the Residential Services Department.

OCCUPIED / CONDITIONAL OCCUPANCY

- Each violation listed on the City of Dearborn inspection report will be corrected to the satisfaction of the City of Dearborn within ninety (90) days of the date of this agreement, opposed to the six months allowed for a vacant home.

- INCOMPLETE INSPECTION.** Proposed property owner is cautioned that the inspection report is incomplete because inspector was unable to access all areas of property and/or was unable to inspect certain items. An inspection must be scheduled to complete the report before starting any repairs. The completed inspection report will likely include additional items.

AGREEMENT EXPIRATION DATE: _____

In the event that the aforementioned corrections are not completed on or before the noted expiration date, the City of Dearborn shall revoke this agreement and shall proceed to enforce the provisions of Chapter 11 of the Dearborn Code of Ordinances. This may result in a ticket to appear in court.

The undersigned agrees to the terms and conditions of this agreement and further agrees to release, discharge, indemnify and save harmless the City of Dearborn, its officers, agents, representatives and employees from any and all claims, demands, losses or actions at law arising out of or related to this agreement.

Name:
 Current Address:
 Phone #:
 E-Mail Address:

 Signature of Proposed Property Owner (or Representative)

Subscribed and sworn to before me this
 _____ day of _____, 20_____.

 (Signature of Notary)

My commission expires: _____

Date: _____

ACCEPTED BY:
 Name/Signature: _____
 Date: _____
 Receipt # (Code AC): _____
 Case #: _____