



# REAL PROPERTY REPORT PROGRAM

## ECONOMIC DEVELOPMENT DEPARTMENT

BUILDING DIVISION  
(626) 580-2050

PLANNING DIVISION  
(626) 258-8626

*We appreciate your efforts in  
assisting us to make El Monte a  
better place to live and work.*

**CITY OF EL MONTE**  
City Hall West • 11333 Valley Boulevard  
Phone (626) 580-2050 • Fax (626) 580-2293  
Monday - Thursday • 7:30 a.m. - 5:00 p.m.  
[www.elmonteca.gov](http://www.elmonteca.gov)



*The Friendly City of El Monte*



# REAL PROPERTY REPORT ORDINANCE

EFFECTIVE APRIL 1, 2007

## PURPOSE

- To raise the quality of housing and all building in the City of El Monte.
- To ensure that all buildings meet the health and safety standards of the City of El Monte.
- To protect the public from unsafe buildings.

## WHEN REQUIRED

The real property report is required upon a sale, transfer, exchange or conveyance of real property within the City.

## WHAT PROPERTIES ARE AFFECTED

- All residential properties with 4 or less units.
- All commercial properties.
- All industrial properties.

## WHO CAN APPLY FOR THE REPORT

- The property owner.
- The property owner's agent.
- Agents or buyers-who can provide access to the property.

## FEE SCHEDULE

- Resident reports ... \$195.50 for a single unit, \$57 for each additional unit.
- Commercial reports ....\$252.50, first 5,000 square feet, additional for larger buildings.

## REPORT INFORMATION

- The standard report shall be completed within ten (10) business days of inspection (this does not include Friday, Saturday, or Sunday).
- Report and /or Certificate shall be valid for a period of six (6) months from the date of issuance by the Chief Building Official.
- List of all non-complying items

## COMPLIANCE SCHEDULE

- Owner has thirty (30) days to complete all items. Additional time is granted only through a signed agreement with the Building Division. A Certificate of Compliance is issued upon completion.
- Buyer must sign an agreement with the City to complete all corrections within a timely manner. Time to complete all corrections is determined on a case-by-case basis.

## BUYER OPTIONS

Buyer may sign an affidavit to correct all non-complying items before the close of escrow. A refundable, Compliance bond must be posted by the buyer to ensure compliance. A Temporary Certificate of Compliance, to close escrow is then issued.

## PERMITS

- Planning Division approval may be required before building permits are issued.
- In some instances approved building plans may be required.
- Building permits or a demolition permit will be required for the correction of non-complying items.
- For large, non-complying items additional fees may be required to be paid to other departments and other departments and other outside agencies.

## NOTIFICATION

- The applicant shall provide a copy of the Property Report to the Buyer.
- A Certificate of Compliance or a Temporary Certificate of Compliance is required to be obtained PRIOR to the close of escrow.

## PENALTIES

Any person convicted of a violation of this chapter shall be punished by a fine not exceeding \$1,000.00, or by imprisonment for a period not exceeding six (6) months or a combination of both fine and imprisonment.