

Point of Sale inspection and Title Change Process

City of Maple Heights Building Department
5353 Lee Road, Maple Heights, Ohio 44137

Office: 216-663-4094

Fax: 216-587-9094

- 1 The Seller must apply for and received an Inspection Report with a list of violations prior to selling, transferring or entering into an agreement to sell, transfer or otherwise convey any property.
- 2 Once an inspection is completed, the violation MUST be corrected even if the house is not sold and taken off the market.
- 3 Any prospective buyer of a residence who intends to assume all or some of the violations listed on the inspection Report, must deposit 100% of the estimate total cost of all the required repairs
Into an escrow with a Title Company. Once this is done, a letter a proof of funds deposited is to be given to the City of Maple Heights Building Department and then an Occupancy License will be issued, (once all applicable fees are paid). Funds may only be released from this account by written approval from the Building Official.
Written estimates of the total cost must be submitted from a contractor registered to perform work in the City of Maple Heights.
- 4 The requirement for inspection applies to transfer of property through inheritance or gift.
- 5 No person, firm or corporation acting as an agent in any real estate transaction, shall transfer title, file any instrument to transfer title unless the requirements of the City have been satisfied an Occupancy License issue to the Buyer.

The information above is a condensed version of the important points in the actual ordinances. Copies of the complete ordinances are available upon request at City Hall in the Council office or by going to: http://www.amlegal.com/mapleheights_oh/ The ordinance numbers are 1494.02, 1494.05, 1494.05 & 1494.07

ATTENTION – ALL SELLERS / BUYER / INVESTORS / REAL ESTATE AGENTS / ESCROW AGENTS

The City of Maple Heights will no longer be holding escrow for outstanding violations on a Point of Sale report. A Buyer must deposit the money in escrow with a Title company of their own choice and a letter of “Proof of Funds deposited” needs to be provided to the City of Maple Heights.