



Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

*****DO NOT STAPLE CHECK TO THIS DOCUMENT*****

REPORT OF RESIDENTIAL BUILDING RECORDS APPLICATION

Request is hereby made for a Report of Residential Building Records Search of this property, as provided in Municipal Code Section 8-12.04 for the City of Thousand Oaks, be made for the following premises:

Type of Report Requested: Records Search (**mandatory**): \$ 82.00
 Records Search and Inspections*: \$ 308.00

Reports are issued via email; please allow 10 business days for application processing. All payments are payable to the City of Thousand Oaks and should be mailed or delivered to: City of Thousand Oaks, Residential Resale, 2100 E. Thousand Oaks Blvd., Thousand Oaks, CA 91362. Applications may also be submitted via email at communitydevelopment@toaks.org. If applying by email, please call (805) 449-2500 x 0 with a Visa or Mastercard number to initiate processing.

I. PROPERTY INFORMATION

Street Address: _____ APN: _____
Owner (Full Name): _____ Phone #: _____
Address (if different than Property Address): _____
City, State, Zip: _____

II. LISTING BROKER INFORMATION (Include email address for delivery of report.)

Company: _____
Address: _____
City, State, Zip: _____ Phone #: _____
Agent: _____ Email: _____

III. ESCROW INFORMATION (Include email address for delivery of report.)

Escrow Holder: _____
Address: _____
City, State, Zip: _____ Phone #: _____
Officer: _____ Email: _____

IV. FEES FOR INSPECTION OF OPEN PERMITS

Fees for open permit inspection(s) can be paid via Visa or Mastercard by calling (805) 449-2500 x 0 (please state that you are paying for inspection of open permits on a resale report). The fees are as follows:

\$38 for 1-5 open permits \$68 for 6-9 open permits \$98 for 10+ open permits

NOTE: Owner or their representative will be notified of the date of inspection and the name of the inspector. A two-hour time window can be provided on the day of the inspection by calling (805) 449-2500 x 0 between 7:45 AM and 8:00 AM. **An adult must be present at the time of inspection** unless the property is completely vacant.

FOR CITY USE ONLY

Prior RBI: Y / N	RBI#:	Report Prepared by:
Open Permits:	Report Issued:	Notes: