



VILLAGE OF BROOKFIELD

Community & Economic Development Dept.
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Single-Family Home Sale Inspections

Resale inspections protect the community’s health, safety, and property value by requiring an assessment of housing conditions at the time of transfer of ownership. A buyer-obtained home inspection conducted by a state licensed home inspector is required for ALL single-family properties and multi-family residential buildings with two (2) or three (3) dwelling units.

Buyer Responsibilities

- State licensed home inspections are arranged by the buyer prior to the sale of the home.
- The *Resale Certificate of Compliance* form (Exhibit B attached), must be submitted to the Community and Economic Development Department prior to the transfer of ownership.
- “As is” property transfers **are not** exempt from the home inspection requirement. However, property improvements including additions of 50% Square Footage and complete tear down / new construction projects permitted by the Community and Economic Development Department do not require a state licensed inspection. Building Permits **must** be submitted within 60 days of property transfer. A signed and notarized letter acknowledging the above conditions **must** be submitted to the Community and Economic Development Department prior to the transfer of ownership.
- Buyer will not be sent a water sign up card without a closed water account.

Seller Responsibilities

- The *Final Water Read Request* form (Exhibit A below) must be submitted to the water billing department prior to the transfer of ownership.
- It is the responsibility of the seller to contact the Water Billing Department to confirm the scheduled final water reading. Meters are read remotely on the provided day of closing and final bills are forwarded to the provided address.

Final Water Read Request Form

(Exhibit A)

Closing Date (Read Date) _____

Seller Forwarding Address _____
