



City of Lynwood  
COMMUNITY DEVELOPMENT  
Building and Safety Division  
11330 Bullis Road  
Lynwood, Ca. 90262  
(310) 603-0220 ext 289

**IN ORDER TO SERVE YOU BETTER, PLEASE HAVE A COMPLETE APPLICATION AND ALL THE DOCUMENTATION REQUIRED ALONG WITH THE APPLICATION.**

**APPLICATIONS WILL NOT BE PROCESSED AND REPORTS WILL NOT BE RELEASED, IF ANY DOCUMENTATION IS MISSING NO EXCEPTIONS**

- Applications must be fully completed (Original wet signature's are required).
- E-mail addresses are required for all parties on application to receive Report when completed.
- Property must be in escrow. (If property is bank owned application may be submitted prior to opening of escrow).
- Must provide a copy of Recorded Grant Deed/Trustee's Deed (Articles of Incorporation needed if ownership is under Corporation or LLC and Trust Agreement needed if ownership is under a Trust).
- To prevent delays listing agent only attach a copy of your active City of Lynwood business license along with the application. You may obtain City business license by calling (310) 928-1639 or <http://Lynwood.HdlGov.com>. (License must be issued to listing agents name not under Company or Broker's name).
- Bank owned properties representative must submit a copy of the listing letter/email.
- If applicable, the authorized agent signing on behalf of the owner must provide a notarized letter of authorization or power of attorney along with the application.
- If property is Bank Owned, Foreclosed, Abandoned or Vacant must be registered with the City of Lynwood. (Property Registration fee \$470.00) (Ask for an application).
- Real Property Report fee is nonrefundable if cancellation is requested.
- The report can take up to three (3) business work weeks to be completed (Monday thru Thursday) and shall be valid for a period not to exceed four (4) months from the date of issuance.
- **Real Property Report Fee \$276.00 Effective 7-01-2018**  
**NO ESCROW/ NO COMPANY/ NO PERSONAL CHECKS**  
Payment must be made with Cash, Money Order, Cashier Check, Debit card, Visa or Master Card. (NOTE: If paying with credit card additional service fees may apply)

**If you have any questions or need additional information, please call the Building and Safety Division at (310) 603-0220 ext 289 Monday through Thursday 7:00 a.m.-6:00 p.m. (Closed Friday)**

**Revised 04-04-2022**



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**PRE SALE- REAL PROPERTY REPORT APPLICATION PRIOR TO ENTERING INTO AN "AGREEMNT OF SALE" OF RESIDENTAIL PROPERTY, THE OWNER OR AUTHORIZED REPRESENTATIVE SHALL MAKE APPLICATION TO THE CITY OF LYNWOOD FOR THE REAL PROPERTY REPORT (ORDINANCE 1280)**

In accordance with Ordinance No. 1280 of the City of Lynwood, I the owner /Agent, hereby make application for the Real Property Report on the property described below

The Community Development Department, shall review all pertinent city records and inspect from a position external to, or at pertinent entrance or window of residential building structures (garage and other non- residential structure may be entered during inspection), the subject premises, for the purpose of ascertaining compliance with relevant zoning regulations, and ascertaining that major structural addition, motion, modifications and alterations apparent during inspection have been made with the required permits. The records to be reviewed include those of utility change in order to ascertain delinquent utility bills.

The owner(s) applicant or his/her authorized agent(s) warrants that he/ she has a fee ownership interest in the subject property and hereby gives permission to the city staff to perform an inspection of the subject property as described above.

The City of Lynwood disclaimed any liability from the failure of such inspection and report to detect or disclose a building or zoning code violation as well as the existence of delinquent utility charge, and the city does not waived any rights, by preparing and issuing this report, to require at any time the full compliance with appropriate building and zoning codes or to require payment in full of any delinquent utility charges.

The Owner(s) and applicant(s) should be aware and understand that any violation identified during the inspection will required corrections regardless of a change ownership, or change of circumstances by the owners, the owner's agent, or other person involved.

**The report can take up to three (3) business work weeks to be completed (Monday thru Thursday) and shall be valid for a period not to exceed four (4) months from the date of issuance. The report fee is set by Master Fee FY 2018-2019 at \$276.00 each separate lot or parcel requires a separate report.**







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**ESCROW INFORMATION**  
***COMPLETE INFORMATION IS REQUIRED***

\* \_\_\_\_\_ / \_\_\_\_\_  
Print Escrow Company Name Escrow File Number

\* \_\_\_\_\_ / \_\_\_\_\_  
Print Escrow Officers Name closing date

\* \_\_\_\_\_  
Mailing Address number and street suite/apt no.

\_\_\_\_\_  
City State Zip code

\* \_\_\_\_\_  
**E-mail address**

\* (w) \_\_\_\_\_ (Cell) \_\_\_\_\_



**BUYERS INFORMATION**  
***COMPLETE INFORMATION IS REQUIRED***

\* \_\_\_\_\_  
Print Buyer(s) Full Name

\* \_\_\_\_\_  
Mailing Address number and street suite/apt no.

\_\_\_\_\_  
City State Zip code

\* \_\_\_\_\_  
**E-mail address**

\* (w) \_\_\_\_\_ (Cell) \_\_\_\_\_



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**BUYER'S AGENT INFORMATION**  
***COMPLETE INFORMATION IS REQUIRED***

\* \_\_\_\_\_  
**Print Real Estate Company Name**

\* \_\_\_\_\_  
**Print Real Estate Agent Full Name**

\* \_\_\_\_\_  
**Mailing Address                      number and street    suite/apt no.**

\_\_\_\_\_  
**City    State    Zip code**

\* \_\_\_\_\_  
**E-mail address**

\* **(w)** \_\_\_\_\_ **(Cell)** \_\_\_\_\_