



**Application for Report of Residential Building Record**

Property Address: \_\_\_\_\_

Assessor's Parcel Number (if known): \_\_\_\_\_

Owner of Property: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Applicant Name (if different from owner): \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

**Please provide an email address for the completed report:**

• Email:

\_\_\_\_\_

**Important Information for Applicant**

A Report of Residential Building Records is required to be delivered to the buyer prior to the conclusion of a sale or transfer of a residential building (Ordinance No. 715).

It is the responsibility of the seller to ensure that the dwelling is equipped with a chimney spark arrestor and smoke detectors at the time of sale (Ordinance No. 1388).

Smoke detectors shall be mounted on the ceiling or wall (per smoke detector installation requirements) in the sleeping rooms, and on the ceiling or wall at a point centrally located in the corridor or area giving access to the rooms used for sleeping purposes. Where sleeping rooms are on an upper level, the smoke detector shall be placed at the center of the ceiling directly above the stairway. Smoke detectors may be battery operated when installed in existing buildings.

**I have read the above information:**

\_\_\_\_\_

*Signature of Applicant*

*Date*

**Application fee of \$114.45 is due at time of application. (Credit cards payments have 5% fee. We do not bill escrow)**

Print Applicant Name: \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

**Please email the completed & signed application to [rrr@livermoreCA.gov](mailto:rrr@livermoreCA.gov).  
Once received and processed you will receive payment instructions for our online portal.**

**Please allow 48 hours for processing**