

**HOUSECHARLOTTE INSPECTION REQUEST**  
(Revised February 2021)

<b>Date Inspection Requested</b>				<b>Copy of Contract Attached with all Addendums included?</b>		<b>Yes</b>
						<b>No</b>
<b>Staff Person Requesting Inspection</b>				<b>Note:</b> Inspections will not be assigned without copy of the <i>complete</i> contract signed by buyer <u>and</u> seller.		
	<b>Borrower</b>		<b>Lender</b>		<b>Buyer's Agent</b>	<b>Owner</b>
						<b>Other</b>
<b>Buyer's Agent/ or other responsible party</b>				<b>Buyer</b>		
<b>ADDRESS</b>				<b>Address</b>		
<b>Telephone#</b>				<b>Telephone#</b>		
<b>Fax#</b>				<b>WORK</b>		
<b>Email</b>						
<b>Property Address</b>				<b>Buyer Rep</b>		
<b>Year Property Built</b>				<b>Is Property Foreclosed? Yes or No (Short sales are not consider foreclosure)</b>		
<b>Occupancy Determination</b>		1. Is this property vacant?		Yes or No		
		2. Is this property owner-occupied?		Yes or No		
		3. Is the property tenant-occupied?		Yes or No *** If yes, please list the Lease end date.		
<b>If built before 1978 (please see questions)</b>		1. Has a lead based paint inspection ever been performed at this property? If yes, supply inspection report		Yes or No N/A		
<b>Lead Base Addendum required before inspection can be ordered.</b>		2. Has lead hazard reduction ever been performed? If yes, supply clearance report		Yes or No N/A		
		3. Is there currently visual evidence of chipping, peeling or flaking paint on the interior or exterior of the property?		Yes or No N/A		
<b>Reminder:</b> All noted violations by inspector are required to be rectified prior to HouseCharlotte funding approval.						
<b>NOTE:</b> Email completed form to HouseCharlotte at HouseCharlotte@dkp.org or fax to (704) 342-2745. If you have any questions please call us at (704) 705-3999.						

This section below to be completed by the inspector.

<b>Date Property Inspected</b>			
<b>Do Housing Code Violations Exist?</b>		<b>Yes</b>	<b>No</b>
<b>Was The Violation List Submitted To Requestor?</b>		<b>Yes</b>	<b>No</b>
<b>Comments:</b>			