

Truth-In-Sale of Housing Program Information

Please read this information carefully as program procedures have changed.

Minneapolis Truth In Sale of Housing now has greater access to reports, certificates, repair checklists and forms online. New reports issued after February 26, 2007 will be available at the site below. (Due to the conversion of old data, reports issued before February 26th may have only the checklists and certificates available online).

Truth in Sale of Housing Reports, Repair Checklists, Certificates of Approval, and Buyers Certificate of Completion are available online at: <http://www.ci.minneapolis.mn.us/propertyinfo/>.

Copies of the forms for Safety Checks, Acknowledgement of Responsibility, Consumer Information, Program Information and the Most Common Repairs Handout are available at <http://www.ci.minneapolis.mn.us/truthinhousing>.

Truth-in-Sale-of-Housing Disclosure Reports are now valid for two years or one change in ownership.

Sellers: The official Truth in Sale of Housing report must be available at the property for buyers to see at all showings. You must fill out and sign the top portion of the report regarding environmental testing, water leakage and roof condition. You must give the buyer a copy of this report once you sign a purchase agreement. If there are no "Repair/Replace" items on the report a Certificate of Approval will be issued to you, and is available online. Keep a copy of both the report and the certificate for your records. You will need to bring a copy of each to the closing. The report and certificate will also be available online.

Pre-inspection reports are NOT official reports. They are for the sellers use only, to assist in the completion of the required repairs. They can not be used to offer a house for sale, or used for closing, under penalty of law.

Repair/Replace items:

If there are "RR" items: The seller will receive a copy of the report and notification letter from the evaluator. The checklists will be available online (see above). Additional useful information can be found at our websites.

- If the seller has the "RR" items repaired and inspected, a Certificate of Approval will be issued online for the seller.
- Unless the seller completes the repairs, the buyer must take responsibility for them and will need to sign an Acknowledgement of Responsibility form. The buyer has 90 days from closing to make the repairs.
- The repair list is online at <http://www.ci.minneapolis.mn.us/propertyinfo/> and will indicate when the items have been taken care of or completed.

The required repairs have new codings to indicate the requirements:

- ◆ **RRE** means that a permit is not needed for this repair and the evaluator is to return to look at the repair after the work has been completed. There will be a charge for this.
- ◆ **RRP** means that a permit is required for this repair, and either a City of Minneapolis inspector must look at the repair after the work has been completed, or in the case of electrical repairs, a State of Minnesota electrical permit and inspection is needed. Call 651-284-5064 or visit <http://www.doli.state.mn.us> for electrical permits. There will be a charge for either the city or state permits. If a contractor did the work, they should pull the permit and call the inspector. Homeowners may be able to pull permits but sometimes licensed contractors are required, please see the "Who can Pull Permits" section.

- ◆ **LIC** means that a licensed contractor is needed to look at the repair item, and to complete the safety check form. If a safety check is needed, this must be done by a contractor licensed in Minneapolis to work in that trade, or by a State Electrical contractor. The safety check form must be filed with the City. Please note that the safety check may result in repair work that may need a permit.
Note: When an appliance, such as a water heater or heating plant is replaced, a safety check is not needed as a permit for installing the appliance is required.
- ◆ There may be additional fees if repairs are not complete at the time of reinspection.

Who can pull permits?

- A licensed contractor is needed for all permit work unless the property is an owner-occupied single family home.
- A owner-occupant of a single-family home may not pull permits for heating plant venting and gas work. Only licensed contractors can pull these permits.
- A plumbing or mechanical contractor who is licensed to work in Minneapolis can pull permits for their trade. To find a licensed contractor go to: <http://www.ci.minneapolis.mn.us/mdr/FindLicCont/>
- Electrical permits are obtained through the State of Minnesota. Call 651-284-5095 or go to <http://www.doli.state.mn.us>.

What's needed at Closing?

- ◆ The buyer needs to receive a copy of the Truth-in-Sale of Housing Report with either a Certificate of Approval (COA) if issued, or the buyer must sign the Acknowledgement of Responsibility (AR).
- ◆ The closer needs to make sure that the AR is signed if the COA has not been issued.
- ◆ The AR needs to be filed with the City of Minneapolis within ONE (1) business day of closing. The Buyer, Buyers' Agent, and Closer are all responsible for filing the Acknowledgement of Responsibility.
- ◆ Sellers are issued the Certificate of Approval (COA) if there are no repair items or if they have completed the work and have had the repair items inspected. The COA is available online at <http://www.ci.minneapolis.mn.us/propertyinfo/>. To avoid delays, keep the Certificate of Approval along with a copy of the TISH report in a safe place. You may want to give a copy of both to your agent and/or to your closer.

When the buyer completes the repairs:

- ◆ A buyer has 90 days from closing to complete the RR items.
- ◆ A Buyers Certificate of Completion will be issued online for the buyer after all the repairs have been completed and inspected.
- ◆ The Truth-in-Sale-of-Housing Disclosure Report is valid for two years or one change in ownership. Buyers will need to get a new report in order to re-sell. (All repairs must be completed before a getting a new report).

*If there are outstanding housing orders pending against this property from the City of Minneapolis Inspections Division, you'll have to follow the due dates for those orders. The Truth in Sale of Housing report does not extend those due dates. Please contact Housing Inspections at 311 (outside Minneapolis 612-673-3000) for information on pending housing orders. **See the Important Consumer information and Most Common Repairs handouts from your evaluator or available online at <http://www.ci.minneapolis.mn.us/truthinhousing>.***