



**Construction Code Services**  
 Code Compliance Program  
 250 South 4th Street, Room 300  
 Minneapolis, MN 55415-1373  
 612-673-5805  
 Fax (612) 673-5814 or (612) 673-2437  
[ccs.certificate@ci.minneapolis.mn.us](mailto:ccs.certificate@ci.minneapolis.mn.us)

**ACKNOWLEDGEMENT OF RESPONSIBILITY  
 FOR CODE COMPLIANCE**

**PROPERTY ADDRESS** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**CLOSING DATE** \_\_\_\_\_

**SELLER CONDITIONS OF RESPONSIBILITY**

I am aware, in accordance with Section 248.225 of the Minneapolis Truth-in-Sale-of-Housing Ordinance that any owner of a condemned property may sell the property as is as long as the owner has met the disclosure requirements in sections 248.20, 248.30 and 248.40.

- Any owner who makes available for sale any single or two-family dwelling or townhouse that is condemned requiring code compliance shall have either:  
 a) a valid Certificate of Code Compliance (*issued in the owner's name or the owner's representative's name*) as set forth in section 89.15 of this code or b) a copy of the Code Compliance Work Orders (*issued in the owner's name or the owner's representative's name*) as a result of a Code Compliance Inspection.
- The Minneapolis Seller's Disclosure Statement must be filled out and signed by the owner and attached to the Certificate of Code Compliance or the Code Compliance Work Orders. They are not valid without the signed statement.
- The disclosure statement, along with the Certificate of Code Compliance or the Code Compliance Orders, shall be available at the time the dwelling is first shown. At all times, each dwelling or dwelling unit that is for sale shall have the Code Compliance Work Orders or the Certificate of Code Compliance conspicuously displayed at the premises.
- The Seller's Statement, the Code Compliance Certificate (*issued in the owner's name*) or the Code Compliance Orders (*issued in the owner's name*) for the dwelling along with any required information page(s) included with the Code Compliance Work Orders shall be provided to the buyer before or at the time of the sale of the dwelling. This is usually approximately 22 pages of information including the Cover Page with the address of the property at the top of the page.
- This Acknowledgement of Responsibility form must be filed with the City of Minneapolis within 10 days of closing.

**I have read this Acknowledgment of Responsibility Agreement and will fully comply with the conditions set forth above:**

PRINT NAME \_\_\_\_\_ PHONE \_\_\_\_\_ DATE \_\_\_\_\_  
 SELLER'S AGENT \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_  
 SELLER'S CLOSER \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_  
 TITLE COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

**BUYER CONDITIONS OF RESPONSIBILITY**

- Buyer should be sure that they have the financial ability to perform all required corrections. The City does not assume any responsibility or liability if the buyer's funds are not sufficient to cover costs. **BUYER IS AWARE THAT THEY CANNOT SELL THE PROPERTY WITHOUT COMPLETING ALL OF THE WORK ON THE CODE COMPLIANCE ORDERS. THERE ARE NO EXCEPTIONS!!!**
- Buyer agrees that buyer is responsible for arranging for the completion of all Code Compliance Orders.
- Buyer understands a \$2000 deposit paid by CASHIER'S CHECK is required prior to the issuance of any permits or the start of any work on the property. An appointment must be made to pay the deposit in person by calling the number at the top of this form.
- Buyer understands that all work must be completed within (6) six months from the date that the deposit is paid in accordance with Chapter 89.15 of the Minneapolis Code of Ordinances. A ninety (90) day extension is allowed if the work is (50) fifty percent complete and all necessary permits have been issued. Failure to meet the timelines will result in forfeiture of the \$2000 deposit without further notice.
- Buyer understands that permits are required to complete work orders and that licensed contractors will be required to complete all building, plumbing, heating, electrical and gas work.
- Buyer understands that occupancy is not allowed until all work is complete and a Certificate of Code Compliance has been issued.
- In the event of Buyer's failure to comply with the conditions of this agreement the City may exercise its rights under Ordinance Sections 248.90 (a) and (e) to enforce provisions of the ordinance by mandamus, injunction, or criminal misdemeanor charges.

**I have read this Acknowledgment of Responsibility Agreement and will fully comply with the conditions set forth above:**

BUYER'S SIGNATURE \_\_\_\_\_ ADDRESS \_\_\_\_\_ DATE \_\_\_\_\_  
 PRINT NAME \_\_\_\_\_ PHONE \_\_\_\_\_ DATE \_\_\_\_\_  
 BUYER'S AGENT \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_  
 BUYER'S CLOSER \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_  
 TITLE COMPANY \_\_\_\_\_ PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_