**Residential Time-of-Sale Inspection Request Form**

**Please remember to give the Fire Marshal’s Office staff at least 5 days’ notice**

We do our best to meet your deadlines but can only do so if enough advance notice is provided

**Property Information:**

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| Name of Building or Association: Click or tap here to enter text. |
| Physical (9-1-1) Address (CSZ): Click or tap here to enter text. |
| Building Number: # | Unit Number: # | Number of Units to be Inspected in Building: # |
| Current Owner Name: Click or tap here to enter text. |
| Current Owner Phone: Enter phone number | Current Owner Email: enter email address |

**Party Requesting Inspection:**

*\*\*Note: A residential inspection can only be requested by the owner/seller, designated representative, or seller’s Realtor*

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| --- |
| Contact Name: Click or tap here to enter text. |
| Agency: Click or tap here to enter text. |
| Contact Phone: Enter phone number | Contact Email: Enter phone number |
| Relationship: Choose an item. | Anticipated Date of Closing: Select Date |

Fill out this form, save, and email the file to bfdfiremarshal@burlingtonvt.gov.

A representative of the office will contact you within two (2) business days to schedule the inspection.

Fee payment is due at the time of the inspection. Make checks payable to “Burlington Fire Department”. Cash, credit cards, and electronic payments are not accepted at this time by the Burlington Fire Department. **The inspection report will not be released until the inspection fee is paid in full.**

A fact sheet describing the residential time-of-sale inspection process, the fee structure, and common violations observed in the field is available on the website for the BFD Fire Marshal’s Office. Please refer to this document as you prepare to schedule your inspection: <https://www.burlingtonvt.gov/Fire/Residential-Time-of-Sale-Inspection>

**Fire Marshal’s Office Use Only**

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| --- | --- | --- | --- |
| Firehouse ID#: | Assigned to: | Date/Time Received: | Date/Time of Inspection: |
| Fee: | Check #/Paid by: | Date Report Issued: |