



PLANNING & DEVELOPMENT SERVICES DEPARTMENT  
10 North Bemiston Avenue, Clayton, Missouri 63105  
(314) 290-8452

## APPLICATION FOR PRIOR TO SALE INSPECTION

It shall be unlawful for the owner of any multifamily unit or rental structure containing three or more units to sell, transfer, mortgage, lease or otherwise dispose of to another unless the owner or designated representative has notified the City of Clayton at least **thirty (30) days in advance**, received an inspection report and compliance order or notice of violation and have complied with the same or until such owner shall first furnish the grantee, transferee, mortgagee or lessee a true copy of any compliance order or notice of violation issued by the Code Official and shall furnish to the Code Official a signed and notarized statement from the grantee, transferee, mortgagee or lessee, acknowledging the receipt of such compliance order or notice of violation and fully accepting the responsibility without condition including the responsibility to submit a work schedule and receive approval from the City of Clayton for making the corrections or repairs required by such compliance order or notice of violation.

A **\$100.00** application/inspection fee for the Building Exterior and Common Areas plus **\$25.00** for each unit, payable to the City of Clayton, must accompany this application.

Code Questions/Clarifications – [codequestionsbd@claytonmo.gov](mailto:codequestionsbd@claytonmo.gov)

Applications with payment authorization may be submitted to [applicationsbd@claytonmo.gov](mailto:applicationsbd@claytonmo.gov)  
(Payment authorization forms are available on the City of Clayton Website [www.claytonmo.gov](http://www.claytonmo.gov))

### INSPECTIONS:

**It is the responsibility of the seller or seller's agent to schedule the necessary inspections by calling 314-290-8458 or emailing [inspectionsbd@claytonmo.gov](mailto:inspectionsbd@claytonmo.gov)**

A SEPARATE APPLICATION IS REQUIRED FOR EACH BUILDING ADDRESS

A PRIOR TO SALE INSPECTION IS HEREBY REQUESTED FOR THE PROPERTY ADDRESSED:

Street # \_\_\_\_\_ Street Name \_\_\_\_\_

Anticipated closing date: \_\_\_\_\_

PLEASE LIST ALL UNIT NUMBERS.

CHECK IF UNIT IS CURRENTLY OCCUPIED

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

\_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_  \_\_\_\_\_

**Vacant units that require occupancy inspections are processed separately.**  
**Please contact 314-290-8452 for process information or email [codequestionsbd@claytonmo.gov](mailto:codequestionsbd@claytonmo.gov)**

Applicant Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

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APPLICATION FOR PRIOR TO SALE INSPECTION

Continued

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**SELLER/PURCHASER CONTACT INFORMATION**

Inspection report will be addressed to seller only

Seller: _____	Seller's Agent: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Phone: _____	Phone: _____
E-Mail Address _____	E-Mail Address _____

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Purchaser: _____	Purchaser's Agent: _____
Address: _____	Address: _____
City: _____ State: _____ Zip: _____	City: _____ State: _____ Zip: _____
Phone: _____	Phone: _____
E-Mail Address _____	E-Mail Address _____

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I certify that I am authorized to make application and that the answers contained herein are true and accurate in all aspects to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Please Print \_\_\_\_\_