



# City of Monterey Park

320 West Newmark Avenue, Monterey Park, CA 91754  
BUILDING DIVISION T.626.307.1300 F.626.307.1482

## PROPERTY REPORT INSTRUCTIONS

(Updated 07/01/2007)

1. The Applicant. Due to Constitutional privacy right, only the owner or a duly authorized agent of the owner can apply for a property report. Please bring with you the following documents when you apply:
  - a. A copy of the property grant deed or the most current property tax bill for ownership verification.
  - b. Agent signing the application in behalf of property owner needs a power of attorney from the owner for this specific action.
  - c. A photo ID.
2. The Buyer. The Property Report is to be issued to the Buyer. Owner will receive a carbon copy. The application must have buyer's name, mailing address and phone number so that the report can be delivered to the buyer.
3. Application Fee. The application fee is \$116 for a single-family dwelling or the 1<sup>st</sup> unit of a multi-unit property. Each additional unit on the same lot is \$58. The fee for a commercial property is \$208 plus \$23 for each thousand square feet of building floor area (minimum fee is \$231).
4. Buyer's Signed Copy. The buyer will receive two copies of the Property Report. Signing a copy as acknowledgement and returning it to the City is a prerequisite for completion of the Property Report Process.

To reschedule an appointment, please call the Building and Safety Division at (626) 307-1300.

A Property Report is required for any ownership transfers.

A Property Report is only valid for 6 months from the date it is issued.