

Town of Corte Madera, CA

300 Tamalpais Drive
Corte Madera, CA 94925
p: (415) 927-5062 f: (415) 927-5039

[THIS BOX FOR DEPARTMENT USE ONLY]

Report No. _____

Date Submitted: _____

Fee Receipt No. _____

**APPLICATION FOR REPORT OF
RESIDENTIAL BUILDING RECORD**

Please remit \$130.00 fee at time of application. You may mail the resale form with payment to the address listed above, or email to buildingpermit@tcmmail.org. Use the credit card authorization form to pay by credit card (available on our website). Turnaround time on resale reports is currently two weeks.

Prior to the sale or exchange of any residential building or residential site in the Town, the owner or his authorized agent shall obtain from the Town a Report of Residential Building Record showing the regularly authorized use, occupancy and zoning classifications of such property and all other pertinent information relating thereto. [Ord. 601 § 1 (part), 1973]

Type or Print All Information

[APPLICANT: PLEASE DO NOT WRITE ON THE REVERSE SIDE OF THIS FORM]

ADDRESS (or APN if no address) of the **RESIDENTIAL SITE** to be reported on:

Property Owner Name: _____

Property Owner Address: _____

Listing Broker: _____

I, the APPLICANT, certify that I am the OWNER or the OWNER'S AUTHORIZED AGENT and that I am requesting from the Town of Corte Madera a Report of Residential Building Record for the property herein identified. I further certify that all information contained in this application is true and accurate to the best of my knowledge and belief.

PRINTED name of APPLICANT: _____

Mailing address of Applicant: _____

(Number)

(Street)

(City)

(State)

(Zip)

Telephone Number(s) of Applicant: (_____) _____ (_____) _____

E-mail Address: _____

Applicant Signature: _____ Date: _____

This Report of Residential Building Record is to be:

- Picked up at the Town of Corte Madera Planning & Building Office.
- Mailed to the Applicant.
- E-mailed to the Applicant.

