



Community Development Department

2100 Thousand Oaks Boulevard • Thousand Oaks, CA 91362
Planning Division • Phone 805/449.2323 • Fax 805/449.2350 • www.toaks.org
Building Division • Phone 805/449.2500 • Fax 805/449.2575 • www.toaks.org

*****DO NOT STAPLE CHECK TO THIS DOCUMENT*****

REPORT OF RESIDENTIAL BUILDING RECORDS APPLICATION

Request is hereby made for a Report of Residential Building Records Search of this property, as provided in Municipal Code Section 8-12.04 for the City of Thousand Oaks, be made for the following premises:

Type of Report Requested: Records Search **(mandatory)**: \$ 82.00
 Records Search and Inspections*: \$ 308.00

Reports are issued via email and generally take up to two business days; however, during busy times, the report can take up to 10 business days. All payments are payable to the City of Thousand Oaks and should be mailed or delivered to: City of Thousand Oaks, Residential Resale, 2100 E. Thousand Oaks Blvd., Thousand Oaks, CA 91362. For additional information, contact (805) 449-2500 x0 or email us at communitydevelopment@toaks.org.

I. PROPERTY INFORMATION

Street Address: _____ APN: _____
Owner (Full Name): _____ Phone #: _____
Address (if different than Property Address): _____
City, State, Zip: _____

II. LISTING BROKER INFORMATION (Include email address for delivery of report.)

Company: _____
Address: _____
City, State, Zip: _____ Phone #: (_____
Agent: _____ Email: _____

III. ESCROW INFORMATION (Include email address for delivery of report.)

Escrow Holder: _____
Address: _____
City, State, Zip: _____ Phone #: (_____
Officer: _____ Email: _____

IV. FEES FOR INSPECTION OF OPEN PERMITS

If there are open permits that need to be inspected, the fees are as follows:

- \$38 for 1 – 5 open permits
- \$68 for 6 – 9 open permits
- \$98 for 10 or more open permits

NOTE: Owner or their representative will be notified of the date of inspection and the name of the inspector. A two-hour time window can be provided on the day of the inspection by calling your inspector before 8:00 AM or calling (805) 449-2500 x0 after 8:00 AM. **An adult must be present at the time of inspection** unless the property is completely vacant.

FOR CITY USE ONLY		
Prior RBI: Y / N	RBI#:	Report Prepared by:
Open Permits:	Report Issued:	Notes: