

Valid 7/1/11 thru 6/30/12

City of Salinas, Development & Engineering Services Department  
65 W. Alisal Street, Suite #101, Salinas, Ca 93901  
(831) 758-7251 Fax (831) 758-7938

**Fax Application For Residential Building Records**  
**All Applications Must Include A Matching Parcel Number and Address.**  
**On Parcel Number Per Application Accepted.**

Date \_\_\_\_\_ Assessor Parcel # \_\_\_\_\_

Property Address \_\_\_\_\_

Company Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Applicant Signature

Name as it Appears on Card		
Card Number ( Visa / Mastercard )		
Expiration Date / 3 –digit Code		
** 3% credit card transaction fee	<b>\$1.78</b>	

*A report of Residential Building Records is required by City ordinance to be delivered to the buyer prior to entering into an agreement of sale or exchange of any residential building in the City of Salinas. Salinas City Code Section 9-60. Fees must be paid at the time of application for report.*

#	Type	Original Report	90 Day Extension
	Single family residence (per building on parcel)	\$59.28 + ** 3%	\$19.00
	Duplex, triplex or apartment building under one roof (per building on parcel)	\$59.28 + ** 3%	\$19.00
	Condominium (per assessor’s parcel number)	\$59.28 + ** 3%	\$19.00
	Townhouse (attached single family dwelling-per unit)	\$59.28 + ** 3%	\$19.00

Please specify **one** preference below:

Mail To: \_\_\_\_\_  
Name

Address \_\_\_\_\_

Call Me To Pick Up At: ( ) \_\_\_\_\_

Fax: \_\_\_\_\_

Extension applications are valid for 90 days beyond the original report expiration date.  
Extensions must be requested prior to the expiration date of the original report.