

Town of Hepburn Policy and Procedure			
Department:	General Government	Policy No.	009
Subject:	Property Information Disclosure	Effective:	Sept 18/19
Council Resolution #:	0219/19	Pages:	4

1. POLICY

1.01 The Town of Hepburn shall establish a Property Information Disclosure Policy.

2. PURPOSE

2.01 The purpose of this policy is to establish a procedure for interested parties to apply for information on properties within the Town of Hepburn for an established fee.

3. SCOPE

3.01 This Policy and Procedure applies to the General Government Department.

4. RESPONSIBILITY

4.01 The Town of Hepburn is responsible for maintaining documents, which may contain important historical information on properties within the municipality.

4.02 The applicant is responsible for completing the application and providing the Town of Hepburn with payment in full with sufficient time for the Town to complete the report.

5. PROCEDURE

5.01 That Real Estate Agents, Homeowners, Home Purchasers and Lawyers may request a Property Information Disclosure (PID).

5.02 The PID Application form is set out in **Schedule "A"** of this policy.

5.03 The PID Report form is set out in **Schedule "B"** of this policy.

5.04 That each individual property information disclosure requires a completed application form.

5.05 The PID Application Forms are available for pick up from the Town Office or available for download on the Town of Hepburn Website.

5.06 A completed application form and full payment must be received before the Town of Hepburn administration will research the property.

- 5.07 Once an application and payment is received, administration staff will research the property by checking existing information sources within the Town of Hepburn records including but not limited to:
 - 5.07.1 Written Correspondence
 - 5.07.2 Outstanding Orders and correction notices
 - 5.07.3 Outstanding Building Code Deficiencies
 - 5.07.4 Outstanding or Open Building Permits carried by the Inspector
 - 5.07.5 The history of building permits

- 5.08 The research that is conducted for a PID is limited to files that are currently available in the Town Office.

- 5.09 The Town of Hepburn requires a minimum of three (3) business days to complete the report.

- 5.10 The PID report for any particular residential property will include:
 - 5.10.1 Site Address
 - 5.10.2 Legal Land Description
 - 5.10.3 Zoning District
 - 5.10.4 Building Type or Occupancy Class
 - 5.10.5 Building or Plumbing Permits
 - 5.10.6 Outstanding Deficiencies and/or Orders
 - 5.10.7 Fire, Health, Zoning and Infrastructure Orders

- 5.11 The information provided in a PID Report will reflect the results of existing Town of Hepburn building records ONLY and is provided for general information purposes.

- 5.12 Any reference to building or plumbing code deficiencies is based upon the condition of the property at the time of the last inspection.

- 5.13 Since a current site visit will not be performed, the Town of Hepburn cannot verify whether all the buildings on the property comply with applicable codes and standards.