



*City of Hopkins - 1010 First Street South*  
*Phone: (952) 548-6320 Fax: (952) 935-1834 - Web Address: [www.hopkinsmn.com](http://www.hopkinsmn.com)*

## **SELLING YOUR HOME?**

# **IMPORTANT INFORMATION FOR SELLERS**

Attached is your Truth-in-Housing Disclosure Report. You as a seller must fill out and sign the top portion of the report. The report is not valid without this important information and your signature. This report must be made available to potential buyers at the time of showing. Please read the entire report carefully and follow the instructions carefully and follow the instructions below depending on whether or not hazardous items were noted in this report:

### **IF NO:**

- If no hazardous items were noted in this report you will be sent a Certificate of Approval in the mail (we recommend that all “below code” items be taken care of, however, you are *not required* to correct them).
- At the time you **sign a purchase agreement** you must give the buyer a copy of this report including all information pages.
- In order to **close** on the sale of your house you **must** also provide the buyer with a Certificate of Approval.

### **If Yes:**

- If hazardous items were noted in this report you will be required to make **repairs and/or replacements** to make the necessary corrections. You may call the Inspections Division for information on necessary permits or certification of hazardous items. This information includes:
  1. Some permits may require a licensed contractor.
  2. How to arrange for the buyer to make the required repairs
  3. Homestead application or rental registration.

**All** procedures listed below are in effect unless you arrange with the buyer and the City of Hopkins to correct the hazardous items. If you still have questions, please contact the City of Hopkins Housing Inspector at (952)939-1340. Any questions concerning the content of this report should be directed to the Truth-in-Housing evaluator whose name and phone number appears at the bottom of the report.



*City of Hopkins - 1010 First Street South*

*Phone: (952) 548-6320 Fax: (952) 935-1834 - Web Address: [www.hopkinsmn.com](http://www.hopkinsmn.com)*

1. You have **90 days** from the date of the evaluation to make all hazardous repairs and/or replacements unless an agreement has been signed with the City of Hopkins. If the buyer chooses to sign an agreement with the City of Hopkins to perform the required hazardous repairs and/or replacements it is at the terms and conditions of the City of Hopkins Inspector. Additional evidence of financial ability to perform the corrections necessary maybe required to be provided to the City Inspector. This agreement will also contain reasonable completion dates to perform the hazardous corrections. No property may be occupied until such hazards are repaired and/or replaced and an inspection by the City Housing or Building Inspector to ensure compliance has been made.
2. Once the hazardous conditions have been made they must be **re-inspected** and **approved** by the City of Hopkins Inspections Division. Once approved you will be sent a Certificate of Approval.
3. At the time you sign a purchase agreement, **you must** give the buyer a copy of the Truth-in-Housing report.
4. In order to close on the sale of your home you must provide the buyer with a copy of the Certificate of Approval.

Any owner of property or other person directly and personally affected by any required hazardous repair orders may either personally or through their representative make an appeal to the Truth-in-Housing Appeals Board. A non-refundable payment of \$100.0 must accompany the appeal and must be filed with the Inspections Division **within thirty days of the evaluation.** Call (952) 939-1340 for an appeals form.

**This Truth-in-Housing Disclosure Report is valid for one year from date of issue and only for owner named on the report.**

If there are nay outstanding orders pending against this property from the City of Hopkins Inspection Division, you will be required to complete the orders pending before the sale of the property.

**ALL OPEN PERMITS ON THIS PROPERTY MUST BE FINALIZED TO THE COMPLIANCE OF ALL CODES IN FORCE AT THE TIME OF THE PERMITS ISSUANCE.**