

Town of Osler
POLICIES

TITLE: Property Information Disclosure Application Policy

INITIAL EFFECTIVE DATE: September 27, 2011

MOST RECENT AMENDMENT:

POLICY NUMBER: **OSL.29**

Purpose of Policy:

The Town of Osler maintains documents, which may contain important historical information about one and two unit residential properties. A Property Information Disclosure (PID) is a document that outlines this history and should be available to interested parties for a fee.

Policy Statements

1. Real estate agents, homeowners, home purchasers and lawyers may request a PID.
2. The PID Application form is as set out in the attached Schedule "A".
3. Each individual property request requires an application form, available for pickup or fax from the Osler Town Office, or available for download in .pdf on the Town of Osler website.
4. There must be a separate application for each individual property.
5. If zoning bylaw compliance information or research conducted for a commercial property or a multiple unit residential property is required, Applicants must request a Letter of Zoning Compliance.
6. The application must be accompanied by the appropriate application fee prior to any work being carried out. Payment for the \$15.00 application fee may be made by cash or cheque (payable to the Town of Osler).
7. The application, registration fee and any appropriate supporting materials should be submitted to Town of Osler.
8. Once an application form and payment is received, administration staff will research the property by checking information sources within our records. Specifically, this will include a review of:
 - a. Written correspondence relating directly to property issues
 - b. Outstanding orders and correction notices
 - c. Outstanding building code deficiencies
 - d. Outstanding or open building permits carried by an inspector
 - e. The history of building and plumbing permits
9. The research that is performed for a PID is limited to files that are currently available in the Town Office.
10. A maximum of three days is required to complete the final report.

11. The Property Information Disclosure final report for any particular residential property will include:

- a. Site Address
 - b. Legal Description
 - c. Zoning Designation
 - d. Heritage Designation
 - e. Building Type or Occupancy Class
 - f. Building and Plumbing Permits
 - g. Outstanding Deficiencies and Orders
 - h. Fire, Health, Zoning and Infrastructure Orders
12. The information provided will reflect the results of existing Town of Osler building records ONLY and is provided for general information purposes.
13. Any reference to a building or plumbing code deficiency indicates the condition of the property at the time of the last inspection.
14. Since a current site visit will not be performed, the Town of Osler cannot verify whether all buildings on the property comply with applicable codes and standards.
15. The PID final report will be sent, as requested on the application form, by mail, email (Adobe Acrobat Reader required), fax or may be picked up.

Accepted as Policy by the Council of the Town of Osler
Date: Sept 27, 2011

Amended by the Council of the Town of Osler
Date: