

**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:**



**TOWN OF OSLER
PROPERTY INFORMATION DISCLOSURE (PID)
APPLICATION - SCHEDULE A TO POLICY OSL.29**

APPLICANT	Applicant Name		Company Name (if applicable)	
	Mailing Address			
	Phone #:	Cell #:	Fax #:	
	Email Address:			
Property Informatic	Please provide details on the property to be researched			
	Civic Address		Legal Description	
		Lot	Block	Plan#
PID Report Informatic	Your interest in this property (Check ONE):			
	Owner	<input type="checkbox"/>	Realtor	<input type="checkbox"/>
	Lawyer	<input type="checkbox"/>	Purchaser	<input type="checkbox"/>
	Please indicate how you want the PID Report delivered to you (Check ONE delivery method)			
	Mail	<input type="checkbox"/>	We will use the mailing address provided above	
	E-Mail	<input type="checkbox"/>	E-Mail Address _____	
	Fax	<input type="checkbox"/>	Fax Number () _____	
	Pick-up	<input type="checkbox"/>	We will call you at the phone number provided above when the report is	
APPLICATION				
Payment of \$15.00 in advance, by cash or cheque must be submitted at the time of the ap before any research will begin				
SIGNATURE OF APPLICANT				
Applicant			Date	
NOTE: There is a maximum of three business days for this service, Please allow adequate time.				
RETURN TO TOWN OF OSLER, 228 WILLOW DRIVE, P.O. BOX 190, OSLER, SK S0K 3A0				
Phone: (306) 239-2155 Fax: (306) 239-2194 Website: www.osler-sk.				

**Town of Osler
Property Information Disclosure Report
Schedule B to Policy OSL.29**

Site Address: _____

Legal Description: _____

Zoning Designation: _____

Heritage Designation: _____

Building Type or Occupancy Class: _____

Building Permits: _____

Plumbing Permits: _____

Outstanding Deficiencies and Orders: _____

Fire, Health, Zoning and Infrastructure Orders: _____

Town of Osler Signature

The information provided will reflect the results of existing Town of Osler building records ONLY and is provided for general information purposes.

Any reference to a building or plumbing code deficiency indicates the condition of the property at the time of the last inspection.

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.