



CITY OF OAKLAND

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Planning & Building Department
Bureau of Building
Building Permits, Inspections and Code Enforcement Services
foreclosednodregistrations@oaklandca.gov

(510) 238-3381
711 for CA Relay Services

FORECLOSED AND DEFAULTED PROPERTY INSPECTION FORM

Please fill out the following form to update your property inspection information. For more information about the program and its requirements, review our [Foreclosed & Defaulted Residential Properties Program Summary](#).

Responsible Party Contact Information

Property Address

Parcel Number/APN

Registration Number (AKA Case or Permit ID #)

Inspector's Name and Organizational Title

Inspector's Contact Phone Number

Inspector's Email Address

What Type of Inspection is this?

What was the Effective Date of this Inspection?

Current Occupancy Status (*Registration Fees Due)

NOTE: Responsible parties are required to send tenants (with legal occupancy) the City of Oakland's General Guidelines for Tenants in Foreclosed Housing. If the property is tenant occupied:

Have these guidelines been sent to the tenant(s)? Yes No

If you marked "Yes", when was the notice sent:

Property and Property Inspection Information

Property type:

Number of Units:

Property Manager Contact Info Posted (for vacant buildings)?

Foreclosed/Defaulted Type:

First Reported Inspection Date:

Property Inspection Frequency

Is Utility Service Available? Yes No

NOTE: If occupants have the legal right to occupy the property, the City requires proof that the utilities are on, unless the Responsible Party can prove that utilities are the legal occupant's responsibility.

Comments:

NOTE: If new owner has a place of business more than 20 miles away OR if both the beneficiary and the Trustee of an NOD Property have places of business more than 20 miles away, then local property management needs to have a **City of Oakland Business License Tax Certificate**. For: inspection, maintenance, management, and security of Occupied Foreclosed properties, the responsible party shall utilize a certified property manager such as a California Certified Residential Manager (CCRM), Certified Property Manager (CPM®), Certified Apartment Manager (CAM), or the equivalent certification, or can demonstrate the equivalent training and experience in managing residential rental property in Oakland, including knowledge of state and Oakland-specific rent and eviction laws pursuant to standards established by the City administration.

Property Manager Certification

Business License Tax Certificate Number

Inspection Findings

EXTERIOR BLIGHT OR UNAPPROVED USE OR ACTIVITY

Vector infestation (i.e. rats, mice, cockroaches, insects)

Interior stairs & landings damaged/defective/missing

Plumbing system (faucets, vents, water/gas lines) damaged/defective/missing

Roof damage that caused/contributed to extensive mold

Electrical system (wiring, subpanel, circuits) damaged/missing

Electrical fixtures (light fixtures, switches, outlets) damaged/defective/missing

Lack of quick-release mechanisms on security bars over sleeping room windows

Lack of required light, ventilation, minimum floor area, or ceiling height in habitable rooms

Overgrown Vegetation

Non-Residential Use of Property (i.e. auto repair)

Trash and/or Debris

Addition Alteration or improvements without permits

Appliances/Furniture

Unapproved Occupancy

Car Parts

Recyclables in public view

Graffiti

Trash cans in public view

Unlicensed/Inoperable vehicle

Improper Open Storage

Razor wire (per OMC 17.102.420)

Deteriorated screen fencing

None of above items found at site. We believe property complies with local building and safety codes

SECURED OPENINGS:

Windows Not Closed & Locked

Doors not closed & Locked

Other building openings secured

Gate(s) to rear/side yard(s) not locked

Fences to rear/side yard(s) in poor condition or without functional locks

HABITATION:

Walls Damaged

Ceiling Damaged

Floors Damaged/Defective

Windows broken/inoperable

Interior Doors Damaged/Missing

Hot water heater damaged/missing

Smoke detectors damaged/missing

Plumbing fixtures (faucets, sinks, toilets, bathtubs, etc)

Doors/Window trim/framing missing/damaged/defective

Bathroom/Kitchen Cabinets and countertop damaged/defective/missing

Heating system (furnace, heater, thermostat) damaged/missing

Exterior & Interior Photographs

Form Completed By

Name

Signature

Date of Submittal

City of Oakland Contact Information:

If you have questions or need further assistance, please send an email to Foreclosed and Defaulted Registration foreclosednodregistrations@oaklandca.gov. Additionally, please visit us online to view the Program Summary mentioned above.

<https://www.oaklandca.gov/services/register-foreclosed-defaulted-residential-property>

