

Vacant Property Repair Letter

Date: _____

I, _____ am purchasing the property at _____ . I am aware of the violations listed in the letter dated _____ and will complete the repairs within 30 days of closing unless otherwise approved by the Building Official. I am taking full responsibility for the repairs. If I am to sell the property prior to the repairs being completed, I understand that the buyer needs to be made aware of the repairs and will need to submit a letter in writing to the Building Department.

_____ (Signed) _____ (Printed) _____ (Phone Number)

_____ (Mailing address, if different from property address)

Subscribed and sworn to before me on this _____ day of _____, 20____.
Notary Public in and for said County _____.
My commission expires: _____.

_____ (Signature)

_____ (Printed)

This affidavit shall be submitted to the City of Berkley Building Department