



BUILDING AND SAFETY DIVISION  
 1685 MAIN STREET  
 SANTA MONICA, CA 90401  
 310-458-8355

**APPLICATION FOR  
 REPORT OF  
 RESIDENTIAL BUILDING RECORDS**

Date:
RBR Number:

**The Owner shall complete this application and return a filing fee to the City of Santa Monica.  
 OR YOU CAN NOW APPLY ONLINE @ [epermit.smgov.net/citizenaccess](http://epermit.smgov.net/citizenaccess)  
 For current fees please see <http://finance.smgov.net/fees-taxes/fees-rates>.  
 All Residential Building Records Reports will be emailed unless requested otherwise.  
 Please include an email address in space provided below.**

Target turnaround time is 7 business days after date of receipt in our office			
Property Address:			Unit #:
Property Owner	Name:		Phone No.
	Address:	Unit Number	Zip Code
Buyer	Name:		Phone No.
	Address:	Unit Number	Zip Code
Escrow Company	Applicant Name:		Phone No.
	Company Name:		Fax No.
	Address:	City	State    Zip Code
Contact Person	Name:		Phone No.
	Address:	Unit Number	Zip Code
	Email Address:		
Assessor's Parcel Number:			
Legal Description of Property: (Attach additional information as required.)			
Number of Buildings on Property:		Use of Existing Building(s):	
Number of Dwelling units on Property:			
Miscellaneous:			