

Property Title Transfer Inspection Checklist

- Determine a need:
 - *Is the property located in the Unincorporated Areas of Sedgwick County?If you answered yes, continue:
 - *Does it have a Lagoon or Septic System?
 - *Is there a water well on the property, includes windmills?
 - *Does the water well serve the house for drinking water?If you answered yes to any of the questions above, then a Property Title Transfer Inspection is required by Sedgwick County Resolution.

- Second Step:

Complete a Property Title Transfer Inspection fax form (available at http://www.sedgwickcounty.org/code_enforcement or by calling 316-660-1840)

- Next, if a Septic System is to be inspected, you must contact a Septic Tank pumping service and schedule the septic tank to be pumped. Include that date and time on your fax form. If the Septic System is an Advanced System, then the contracted service provider must be scheduled.

- Fax your completed Inspection Fax form to the Department of Code Enforcement @ 316-383-7502.

- Confirm with the Department:
 - *The time of the inspection to ensure the inspector has access to the house if needed. Note- allow five (5) business days for water test results.
 - *How you plan to pay for the inspections. Inspections fees must be paid prior to the inspection. Credit Cards are accepted by phone or checks/cash accepted on-site at the time of inspection.

- After the inspection is completed, the inspector will complete a preliminary report indicating any repairs that need to be made to any of the systems inspected. This report will indicate that the water results are pending. The report will be sent to all the listed contacts including buyer, seller, and original contact if different. The inspection is good for 180 days, but a cursory inspection is required after 30 days at no additional cost.

- Once the water test results are received, the report will be updated and if the report indicates a problem again we will notify the listed contacts.

- At this point, the property title can be transferred; however any repairs will have to be completed within 30 days of closing. Failure to make the repairs in a timely manner can be cause for enforcement actions to and including the issuance of citations.

- After repairs are completed, contact the Code Enforcement inspector and schedule a re-inspection. If a follow up water test is required, lab fees will again have to be paid.

- After the re-inspection, if everything passes, the inspector will issue a final report indicating all repairs have been made and the property is in compliance.

For more information, contact the Sedgwick County Department of Code Enforcement
1144 S Seneca Wichita Kansas 67213
316-660-1840 * 800-527-2633 * fax 316-383-7502