



# CITY OF WESTLAND

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36300 Warren, Westland, MI 48185  
(734) 467-3212 Fax (734) 422-1218  
[inspection@cityofwestland.com](mailto:inspection@cityofwestland.com)

## Letter To Close

**Address:**

**Date:** \_\_\_\_\_

**Certificate of Approval #:**  
**Issued to:**

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To Whom It May Concern:

Ordinance Article XI, Division 2, for existing dwellings in the City of Westland, requires a Certificate of Approval before re-occupation of any residential building. The purpose of this letter is to allow for a closing to take place prior to the issuance of a Certificate of Approval. The buyer will provide a signed *letter of disclosure* assuming responsibility to complete the required repairs on this house before occupying or allowing occupation by others.

Repairs must be completed by the deadline noted on the *letter of disclosure*. A Certificate of Approval will be issued once repairs are completed and inspected.

The City recognizes that, under specific circumstances, the Building Official may issue a *temporary certificate of approval* to the new owner allowing them to occupy while completing repairs. At no time can this *temporary certificate of approval* be issued unless it has been deemed by the Building Official that no apparent health and safety violations exist at this address.

\_\_\_\_\_  
Ralph Welton, Building Official



CITY OF  
**WESTLAND**  
 An All AMERICAN City  
 www.cityofwestland.com  
 William R. Wild - Mayor

# BUILDING DEPARTMENT

## Remaining Violations Disclosure

The City of Westland requires the following disclosure to be acknowledged by each Buyer at closing as a condition of permitting occupancy before listed non-safety related repairs are completed.

1. **Code.** The Buyer is aware that the home will not be in complete compliance with the Michigan Residential Code and/or Westland City Ordinance until the remaining items are completed.
2. **Hazards.** The Buyer acknowledges that the site has potentially hazardous conditions until all repairs are completed and approved.
3. **Temporary Certificate Only.** The Buyer understands that a temporary Certificate of Approval may be issued by the City if there are no apparent life or health safety issues and the buyer would like to move in while performing repairs.
4. **Required Work.** All of the required work listed below must be completed at \_\_\_\_\_ prior to the expiration date and before the City will issue a full Certificate of Approval.

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5. **City Right to Enforce.** If the remaining work is not completed by the expiration date, (a) a full Certificate of Approval will not be issued and (b) the City may initiate an enforcement action against the Buyer.
6. **Assumption of Risk.** The Buyer assumes any and all risk and responsibility associated with occupancy of the home before completion of the remaining work.
7. **City Notice.** The buyer must provide a signed copy of this Disclosure to the City promptly after closing.

**BUYER/HOMEOWNER SIGNATURE**

Name: \_\_\_\_\_

Telephone # \_\_\_\_\_

Date: \_\_\_\_\_

Email \_\_\_\_\_

Name: \_\_\_\_\_

Telephone # \_\_\_\_\_

Date: \_\_\_\_\_

Email \_\_\_\_\_