



# City of Burbank Retrofit Upon Resale Certificate of Compliance

As Adopted July 20, 2010 by Ordinance No. 3786

All residential, commercial, and industrial buildings within the City of Burbank are required to be retrofitted with low consumption plumbing fixtures when a property is sold. This Certificate of Compliance form is used to certify that all plumbing fixtures at the property meet the low water consumption requirements. Compliance is the responsibility of the seller/transferor and is a condition of escrow. **Certificates that are not complete will be returned.**

### 1. Property Identification:

Owner's Name(s): *(Please print)* \_\_\_\_\_

Property Address: *(Please print)* \_\_\_\_\_

Assessor's Parcel #: \_\_\_\_\_ Water Account #: \_\_\_\_\_

Year Property was Built: \_\_\_\_\_

### 2. Plumbing Fixtures:

	Toilets	Urinals	Showerheads	Faucet Aerators
<b>Total number of plumbing fixtures at this property:</b>				
<b>Number of plumbing fixtures replaced to meet requirements to retrofit when property is sold:</b>				

### 3. Signatures:

By signing below you verify that you have read and complied with the requirements of the Retrofit Program as outlined on the back of this form. Signatures from both the property seller and buyer are required.

Signature of Property Seller: \_\_\_\_\_ Date: \_\_\_\_\_

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

Signature of Property Buyer: \_\_\_\_\_ Date: \_\_\_\_\_

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

## Summary of the City of Burbank Retrofit Upon Resale Ordinance

**Water Conservation Certification:** On July 20, 2010, the Burbank City Council passed into law the Retrofit Upon Resale Ordinance, requiring that prior to transfer of ownership, dwellings meet specific water conserving standards for plumbing fixtures.

**Applicability:** The provisions of the Ordinance apply to all residential, commercial and industrial buildings served by the City at the time of property resale.

**Retrofit Measures:** As a condition of escrow, the **Property Seller** shall:

1. Replace or modify with the installation of a dual flush toilet conversion kit all non-compliant toilets such that toilets flush with a maximum of 1.6 gallons per flush.
2. Replace or modify with the installation of a urinal conversion kit all non-compliant urinals such that urinals flush with a maximum of 1.0 gallons per flush.
3. Equip all showers with showerheads having a flow rate not to exceed 2.5 gallons per minute. This requirement shall not apply to any emergency shower installed for health or safety purposes that cannot safely operate with a maximum flow rate not exceeding 2.5 gallons per minute.
4. Replace all bathroom faucet aerators with aerators having a flow rate not exceeding 2.2 gallons per minute.
5. Replace all kitchen faucet aerators with aerators having a flow rate not exceeding 2.2 gallons per minute.

**Responsibilities:**

1. The seller of the property shall be responsible for complying with the requirements of this Ordinance and certifying such by signature on a "Certificate of Compliance" for the property before the close of escrow.
2. The seller's and buyer's real estate agent, real estate broker or real estate sales person involved in the transfer of property title subject to this Ordinance shall give written notice to the seller and buyer of the requirements of this Ordinance prior to the close of escrow and transfer of property title.
3. The seller and buyer shall each certify compliance with the Ordinance by signature on the Certificate of Compliance. A signed copy of the Certificate of Compliance shall be included in the transfer documentation.
4. If the property is sold by the owner without representing agents, seller will provide buyer with a signed Certificate of Compliance, where seller attests to compliance with this Ordinance to the buyer. Both seller and buyer will be required to sign the Certificate of Compliance. A signed copy of the Certificate of Compliance shall be included in the transfer documentation.

**Note to Escrow Agency**  
**MAIL ORIGINAL COMPLETED CERTIFICATE OF COMPLIANCE FORM TO:**

Burbank Water and Power  
Retrofit Upon Resale  
PO Box 631  
Burbank, CA 91503-0631

**CERTIFICATES THAT ARE NOT COMPLETE WILL BE RETURNED!**