# City of Manhattan Beach

## Toilet Retrofit
## Transfer of Responsibility

Effective Date: January 21, 2011 by Ordinance No.2138

| City Use Only |
|---|
| |
| City Validation |

Use this form to signify mutual agreement between the Seller and the Buyer of a property to transfer the responsibility of retrofitting the property to the Buyer pursuant to the requirement of Ordinance No. 2138; and as documented on the previously submitted ***Toilet Retrofit Declaration***.

**1. Property Information**: **Parcel Number:**_____ **#Units:**_____

_____

*Street Number* *Street Name* *Unit Number*

**Property Type –Check One:** ☐**SFR** ☐**Duplex** ☐**Condo** ☐**Other:**_____

**2. Toilet Fixtures requiring retrofitting to 1.28 gpf (gallons per flush):**

| | |
|---|---|
| **#of Bathrooms:** | |
| **# of Toilets:** | |

**3. Seller Certification - REQUIRED:** ***Est. Close of Escrow:***_____

By signing below, I, the Seller of the above mentioned property, certify under penalty of perjury, that the property's Buyer has agreed to assume the toilet retrofitting responsibility of said property, in compliance with Ordinance No. 2138.

**Signature(s) of Property Seller(s):**_____

_____ **Date:**_____

**Print Name(s):**_____
**Forwarding Address:**_____
**Phone:**_____ **Email Address:**_____

**4. Buyer Acceptance – REQUIRED:**

By signing below, I, the Buyer submit a letter of intent and accept the responsibility of retrofitting the above mentioned property as provided for in Ordinance No. 2138. I understand that I will be required to retrofit the property or apply for a Demolition permit within 180 days following the change of ownership, and submit a separate ***Toilet Retrofit Declaration*** to the City of Manhattan Beach Community Development Department.

**Signature(s) of Property Buyer(s):**_____

_____ **Date:**_____

**Print Name(s):**_____
**Mailing Address:**_____
**Phone:**_____ **Email Address:**_____

# Summary of the City of Manhattan Beach Toilet Retrofit Ordinance

**Water Conservation Certification:** Effective January 21, 2011, the Manhattan Beach City Council approved the Toilet Retrofit Ordinance, requiring that prior to transfer of ownership, dwellings meet specific water conserving standards for toilets. A plumbing permit is not required for this program; however, the owner may elect to obtain a permit and inspection for the retrofit.

The Toilet Retrofit Declaration requires inspection by and signature of a Licensed Plumber, or a Licensed General Contractor, or Licensed Professional Architect, or a Professional Home Inspector.

**Please keep a copy for your files. Mail completed form to:**

ATTN BUILDING SECRETARY
CITY OF MANHATTAN BEACH
BUILDING & SAFETY DIVISION
1400 HIGHLAND AVE
MANHATTAN BEACH CA 90266

Contact: Building Secretary (310) 802-5505