



CITY OF SAINT PAUL  
Christopher B. Coleman, Mayor

May 8, 2014

To: Owners, Sellers, Agents and Others  
From: Saint Paul Truth-in-Sale of Housing Board  
Subject: Posting Truth-in-Sale of Housing Reports On-Site

It has come to the Board's attention that some sellers and/or their representatives now are relying solely upon the City's web site to provide copies of their Truth-in-Sale of Housing reports. Not all persons have computer access, and, the requirement to have copies of the Truth-in-Sale of Housing report on-site has not changed. For your convenience, **Ch 189.03 Required Acts**, is reprinted below.

**In summary, Chapter 189.03 requires AT LEAST one copy of the Truth-in-Sale of Housing reports to be posted on-site at all times. If the only or last copy disappears, then post another one. The web site is a resource to provide copies IN ADDITION to the one(s) available on-site, at the property.**

**Sec. 189.03. Required acts.**

- (a) Any owner or agent of an owner who sells or makes available for sale a dwelling by implementing any of the following actions, including, but not limited to, advertising the sale of the dwelling, entering into a listing agreement to sell the dwelling or posting a sign that the dwelling is for sale, or any action where the logical result of that action will be the sale or change of ownership of the property, shall, within three (3) calendar days of any such action, have an evaluation completed by an evaluator licensed under this chapter.
  - (b) At all times following the completion of the disclosure report a dwelling or dwelling unit that is for sale shall have a valid disclosure report conspicuously displayed at the premises.
  - (c) A valid TISH disclosure report shall be completed by a licensed evaluator.
  - (d) The owner or agent of an owner shall make available for viewing a copy of the valid disclosure report to all potential buyers.
  - (e) A valid disclosure report issued for the dwelling in question shall be provided to the buyer, by the owner or agent of an owner, before or at the time of sale of the dwelling.
  - (f) A valid disclosure report issued for the dwelling shall be filed by the evaluator with the secretary-treasurer of the examining board, before the time of sale of the dwelling.
  - (g) A disclosure report shall be prepared and signed only by persons licensed as truth-in-sale of housing evaluators under this chapter.
- (Ord. No. 17732, § 2, 5-3-90; C.F. No. 00-859, § 1, 10-11-00; C.F. No. 01-1189, § 1, 12-5-01; C.F. No. 03-1095, § 2, 1-14-04)

Thank you for your attention to and compliance with the law.