



Schwenksville Borough
 140 Main Street
 Schwenksville, PA 19473
 Phone: 610-287-7442
 Fax: 610-287-8098
 www.schwenksville-pa.org

Property Transfer Application
Residential Certificate of Occupancy
 Transfer of Real Estate (Resales)

TO BE COMPLETED BY THE PROPERTY OWNER [SELLER OF PROPERTY]		
Property Address:		Settlement Date:
Current Owner(s):		
Owner(s) Mailing Address		
Phone:	Cell:	E-mail:
Purchaser (s) Names:		
Purchaser(s) Mailing Address:		
Purchaser's Phone:	Purchaser's Cell:	(Purchaser's E-mail:
Owner's Agent's name & company:		
Owner's Agent's Mailing Address:		
Agent Phone:	Agent Cell:	Agent E-mail:
E-mail Certificate to:		
Public Sewer : Yes or No Public Water: Yes or No	Date of Sewer lateral Inspection: Authority Approval (attach)	
Current Use(s) of the Property:	No. of Off-Street Parking Spaces including garage space:	
Is there a rental unit? Yes or No How many?	Is there an In-law Suite? Yes or No	
Number of Bedrooms (total):	Finished Basement? Yes or No	No. of Bathrooms:
Signature of Applicant(s):		Date:
TO BE COMPLETED BY THE BOROUGH		
Parcel Number:	Lot Size:	Zoning District:
Known Variances, Special Exception, or Conditional Use Approvals Applicable to the Property:		
Other Comments:		
Certification of Zoning Officer:		Date:

SCHWENKSVILLE BOROUGH ORDINANCE NO. 383, Adopted April 14, 2016 Re-Adopting the IPMC 2006 Property Maintenance Code with Amendments includes the following requirements: **SECTION 801. Residential Dwelling Unit Resale Requirements [Singles, twins, duplex, townhouse and like dwelling units]**. Upon transfer of title to a new owner, or upon said building or dwelling unit becoming vacant, no residential dwelling or dwelling unit shall be occupied, in whole or in part, until the issuance of a Use & Occupancy Certificate by the Building Code Official. **The following minimum requirements must be met before a certificate shall be issued:**

- Decks, pools and other accessory structures conform to zoning regulations and building codes.
- Permanent swimming pools, spas and hot tubs are enclosed with a fence, barrier (gates) in accordance with section 303.2 of this code as amended.
- Cellar drains or sump pumps are not connected to a public sewer
- Roof drains are not connected to a public sewer.
- A working smoke detector has been installed on each floor level and in every bedroom.
- A working CO detector has been located in the vicinity of bedrooms as per code.
- A fire extinguisher equipped with a hose and nozzle and a 5 pound ABC dry powder rating has been supplied for the kitchen.
- An existing acceptable 60 ampere service, or a minimum of 100 ampere three-wire electric service, has been installed for the dwelling.
- All kitchens, bathrooms, powder rooms and laundry rooms, or any outlets within six feet of water source, have been supplied with a ground fault receptacle
- Plumbing meets sanitary conditions and safety
- Sewer Lateral passed inspection as per Ordinance No. 370. Lateral Inspection protocol and permits are issued by the Schwenksville Borough Authority.
- All gas ranges are supplied with shutoff valves installed behind the range.
- All electrical ranges must have an outlet installed at the rear of the range.
- Proper Dryer Ventilation is in accordance with 403.5 of this Code.
- Buildings have approved address numbers in accordance with section 304.3 of this code as amended.
- Handrails for steps are accordance with Section 304.12 and compliant with the Building Code.
- Sidewalks satisfy **Section 302.3.2 of this Code.**
- Retaining Walls accessible to public areas satisfy Section 302.7.
- The property is in clean and sanitary condition.
- If applicable a certificate of inspection has been provided by a Borough authorized heat and oil burner service dealer for the heating unit.
- All solid fuel burning appliances and the chimney/vent have been cleaned and inspected by a Borough authorized chimney sweep or service dealer of the heating unit.
- Violations **are noted** for the above referenced Codes & Ordinances; the owner must correct the violations

Schwenksville Borough
Residential Property Transfer Application

before settlement or inform the new owner of all pending violations, and provide the Borough with a signed Letter of Intent signed [Form available from the Borough] by whoever will be responsible for the correction of the violations, which must occur within 60 days of the transfer of the deed to the new owner. Failure to abate said violation shall be subject to the penalties set forth in § 106 of the 2006 IPMC.

In the event that the property transfer does not occur, the present owner must correct all listed violations within 60 days of the date on which the settlement on the property was to have occurred, or from written notice from the Borough of Schwenksville. Failure to abate such violations shall be subject to the penalties set forth in § 106 of the 2006 IPMC.

TO BE COMPLETED BY THE BOROUGH BCO		
Address:	Date of Initial Inspection: <input type="checkbox"/> Pass <input type="checkbox"/> Fail	Date of Re-Inspection <input type="checkbox"/> Pass <input type="checkbox"/> Fail
Violations Noted for Correction:		
Signature of the BCO to attest time and results of Inspections. Signature below does not constitute issuance of a Certificate of Occupancy.		
Certification of BCO:	Date:	