



## BOROUGH OF POTTSTOWN

Borough Hall, 100 East High Street  
Pottstown, Pennsylvania 19464-9525  
(610) 970-6520 (610) 970-6599 fax  
Email: LNIAdmin@pottstown.org

### PROPERTY TRANSFER CERTIFICATE OF OCCUPANCY APPLICATION

**PLEASE ALLOW 3-4 WEEKS FOR APPOINTMENTS**

Property Address: \_\_\_\_\_

1. Is this property currently:  Owner Occupied or  Rental property

**\*All outstanding rental fees are due upon submission of this form.** If property will remain a rental, an administrative rental transfer fee and a registration document is required from the new owner after settlement is complete. For residential rental de-registration information, please contact our office.

2. Number of Units: Residential \_\_\_\_\_ # of units  
Commercial \_\_\_\_\_ # of units; total sq. ft. of commercial space \_\_\_\_\_

3. Application Type (choose one option):

A.  **Property Transfer:** (Fee covers 2 on site appointments. Additional fee will be charged for each inspection thereafter.)

■ Single Family/Duplex = \$135.00 per unit, ■ Apt Building 3-6 Units = \$90.00 per unit,

■ Apt Building 7 or more Units = \$40.00 per unit, and/or

■ Commercial/Industrial/Institutional= \$115.00 each 2,500 square feet and then \$115.00 each additional 2,500 sq. ft or fraction thereof Maximum fee: \$3,000

B.  **Administrative Fee to Transfer Regular/Conditional Certificate of Occupancy:** \$50.00

To transfer a previous Regular or Conditional Certificate of Occupancy only when a property is being re-sold within 6-months of the first purchase date

If a Regular Certificate of Occupancy was issued within 6 months

- An inspection is not required
- A new certificate will be issued

If a Conditional Certificate of Occupancy or no certificate was issued the following will apply:

- The borough form "Letter of Intent" must be submitted along with this application, then
- The buyer must complete the inspection process and pay any further inspection fees, or
- Choose option A and submit the appropriate fee

4. List improvements made by present owner (ie: roof, heating/AC system, electrical, additions, fence, shed, etc.):  
\_\_\_\_\_

5. After review of County records: Any discrepancy in the number of units or square footage will result in notification to County Assessment and Borough offices for water/sewer/trash services, etc. This will be based on findings.

6. Any unit/property using a house number other than what is currently assigned to the parcel by the County, will be reviewed by the Borough Public Works for compliance with today's addressing.

7. Zoning approval is required if you are changing use, area of use, % of use, of any structure, building or land. It is recommended to gain Zoning approval prior to sale/settlement.

8.

Property has a Buyer- Anticipated Settlement Date (*Buyer Information REQUIRED below*) \_\_\_\_\_

Property going on market; no buyer at this time.

9. **Seller Information**

Name(s): \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

10. **Buyer Information**

*Do not enter Agent information in this section*

Name(s): \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Buyer Phone: \_\_\_\_\_

Email Address: \_\_\_\_\_

11. **Additional:**

- A. A \$100.00 fee will be charged for failure to show at scheduled appointment time.
- B. Owner/Representative must meet our inspector at the front of the property for inspections.
- C. An adult (18 and over) must be present during the inspection.

12. I certify that the information provided is true and correct to the best of my knowledge and belief; and I have the authority to make this application.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_

Applicant email address (*print*) \_\_\_\_\_

Applicant is:  Current Owner  New Owner  Real Estate Agent  Other \_\_\_\_\_

- Flyers are available on-line to assist you in complying with the codes - "Residential Property Transfer Checklist"
- Re-inspection scheduling, if required, is the responsibility of the property owner

**\*OFFICE USE:**

Rental Fees Past Due \$ \_\_\_\_\_ Open Permits?  Yes If yes, schedule permit inspection  No

COUNTY RECORD: Residential # units \_\_\_\_\_ Commercial # units \_\_\_\_\_ Sq. Ft. \_\_\_\_\_

Previous Sale Date \_\_\_\_\_

CMIS RECORD: Residential # units \_\_\_\_\_ Commercial # units \_\_\_\_\_

Addressing: Do any units have a different street address? \_\_\_\_\_ If yes, notify Public Works by email