



Property Transfer Application

To: Upper Dublin Township Property Owners

Date: February 10, 2010

On February 9, 2010 the Board of Commissioners passed an ordinance regarding the transfer of residential and non-residential buildings. Property owners are now required to file applications for the following certificates (copies attached):

- 0 a Certification of Zoning and Use
- 0 a Sidewalk Certificate of good repair
- 0 an Affidavit with reference to address numbers, smoke detectors and sump pumps.

The certifications must be dated within 90 days of the date of settlement or transfer and copies provided to the Township within 7 days after the transfer.

Once the application is filed, township staff will inspect the sidewalks (if applicable) within 10 business days and the Zoning Officer will verify the zoning classification of the property to be sold and whether the use of the property as represented conforms to the Township Code.

Questions should be referred to the Code Enforcement Department at 215-643-1600.

Fees: Application prior to 30 days before settlement: \$45.00

Application within 30 days of settlement: \$90.00

Date: _____ Property address: _____

Name of current owner: _____

Address of current owner: _____

Date of settlement or transfer: _____ Fee paid: _____

UPPER DUBLIN TOWNSHIP
CERTIFICATE OF ZONING AND USE FOR TRANSFER OF REAL ESTATE
CODE ENFORCEMENT DEPARTMENT
801 LOCH ALSH AVENUE, FORT WASHINGTON, PA 19034

TO BE COMPLETED BY THE PROPERTY OWNER

PROPERTY ADDRESS: _____

CURRENT OWNER: _____

OWNER ADDRESS: _____

OWNER TELEPHONE: (HOME) _____ (WORK) _____

SETTLEMENT DATE: _____

PURCHASER NAME & ADDRESS: _____

AGENT NAME & ADDRESS: _____

AGENT TELEPHONE: _____

MAIL CERTIFICATE TO: _____

LOT AREA: _____ ZONING DISTRICT: _____

PUBLIC SEWER: YES ___ NO ___ PUBLIC WATER: YES ___ NO ___

CURRENT USE/USES OF THE PROPERTY: _____

DATE

SIGNATURE OF PROPERTY OWNER

TO BE COMPLETED BY THE TOWNSHIP

VARIANCES, SPECIAL EXCEPTIONS, OR CONDITIONAL USE APPROVALS APPLICABLE TO THE PROPERTY:

OTHER COMMENTS: _____

CERTIFIED BY ZONING OFFICER: _____ DATE: _____

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CODE ENFORCEMENT DEPARTMENT
801 LOCH ALSH AVENUE, FORT WASHINGTON, PA 19034

TO BE COMPLETED BY THE PROPERTY OWNER

PROPERTY ADDRESS: _____

CURRENT OWNER: _____

OWNER ADDRESS: _____

OWNER TELEPHONE: (HOME) _____ (WORK) _____

SETTLEMENT DATE: _____

PURCHASER NAME & ADDRESS: _____

AGENT NAME & ADDRESS: _____

AGENT TELEPHONE: _____

MAIL CERTIFICATE TO: _____

PUBLIC SIDEWALK PRESENT?: YES ___ NO ___

HOUSE NUMBER PRESENT?: YES ___ NO ___

DATE

SIGNATURE OF PROPERTY OWNER

TO BE COMPLETED BY THE TOWNSHIP

SIDEWALK & HOUSE # INSPECTION DATE: _____ INSPECTOR: _____

RESULTS: PASS ___ FAIL ___

COMMENTS: _____

REINSPECTION DATE: _____ INSPECTOR: _____

RESULTS: PASS ___ FAIL ___

CERTIFIED BY DIRECTOR OF CODE ENFORCEMENT: _____

DATE: _____

UPPER DUBLIN TOWNSHIP
CODE ENFORCEMENT DEPARTMENT
801 Loch Alsh Avenue, Fort Washington, PA 19034

PROPERTY TRANSFER AFFIDAVIT

(Type or Print)

SELLERS: _____

PURCHASERS: _____

The seller certifies that the residence located at: _____, Upper Dublin Township, Montgomery County, Pennsylvania, has operating smoke detectors or an operational smoke detection system within the immediate vicinity of all bedrooms, one in each bedroom, and one on every level of the building described, including basements and habitable attics, which shall be in compliance with the Building Code adopted by the Upper Dublin Township Board Commissioners.

The seller certifies that building numbers are conspicuously posted in such a manner that they are visible and legible from the street as required by Chapter 76 of the Township Code.

The seller certifies that all sumps and drains on the property are installed and properly functioning, and that they are not connected to sanitary or storm sewers as required by Chapter 206, Chapter 207, and Chapter 218 of the Township Code.

(Seller)

(Date)

(Seller)

(Date)

Acknowledged by:

(Purchaser)

(Date)