RESET

Upper Dublin Township
801 Loch Alsh Avenue
Fort Washington, PA 19034
215-643-1600 (phone)
215-643-8843 (fax)
www.upperdublin.net

Property Transfer Application
(Sale of Property)

On February 9, 2010, the Upper Dublin Township's Board of Commissioners adopted Ordinance No. 10-1228 with regard to property transfers. These regulations were adopted so that new owners of a property will have a clear indication of the zoning district and any prior zoning decisions made on the property, as well as to ensure that the property's sidewalks are in good repair, house numbers are posted, smoke detectors and carbon monoxide detectors are installed and working, and sump pumps - when present - are properly connected.

In connection with the above, please following items must be completed by the Seller(s) or the Seller(s) Agent:

- Property Transfer Application, Page 2: All information on Page 2 must be completed including:
  - Contact information for Current Owner with Email Address
  - Contact information for Purchaser with Email Address. If Email Address for the Purchaser(s) is not available, email address for the Purchaser(s) Agent must be provided – Note: Applications will not be accepted without contact information for the Purchaser(s).
  - Email Address for the Settlement Company or Company Completing the Transfer Paperwork
- Property Transfer Affidavit Regarding Carbon Monoxide Detector, Smoke Detectors and Sump Pumps – Page 3 – MUST BE SIGNED BY BOTH CURRENT OWNER AND PURCHASER
- Property Transfer Application Fee
  - Application more than 30 days before settlement: $45
  - Application within 8 to 29 days of settlement: $90
  - Application within 7 days of settlement: $135 (Note: If Application is submitted less than 7 days before settlement, settlement may need to be rescheduled if inspections cannot be completed due to insufficient time)

After the above has been submitted to Upper Dublin Township, a Township Official will inspect the outside of the property for Sidewalk and House Number compliance. If any violations are present, a notice will be EMAILED to all parties, including Current Owner and Purchaser. In addition, the property file will be reviewed to ascertain if there are permits which have not been finalized. Open Notices of Violation per the 2006 International Property Maintenance Code Section 107.5 Transfer of Ownership must be addressed prior to sale of property.

Once all inspections have passed and the paperwork has been completed, a Certificate of Property Transfer Completion will be emailed to all parties.

Additional documents, including the "Guide - Construction Standards for Sidewalks and Curbs" and "Guide - House Number Ordinance", and International Residential Code Section R315 – Carbon Monoxide Alarms can be found on the Township website (www.upperdublin.net).

Any questions should be referred to the Code Enforcement Department at (215) 643-1600.

Fees in effect at time of revision date

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Property Transfer Application

Print Clearly or Complete the Fillable Form. All Forms & Inspection Reports will be forwarded via E-mail.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

INFORMATION ON PROPERTY BEING SOLD			
Property Address:			Settlement Date:
Current Owner(s):			
Mailing Address:			
City:		State:	Zip:
Phone:	Cell:	E-mail:	
Owner's Agent:			
Agent's Phone:		Agent's E-mail:	

CURRENT USE:
Single Family Residence ☐ Residence w/ Home-Based Business ☐ Multi-Unit Residence: # of Units ☐ _____
Residence w/ In-Law Suite ☐ Commercial (office, retail) ☐
Other (specify):

Public Water: Yes ☐ No ☐	Public Sewer: Yes ☐ No ☐

INFORMATION ON PURCHASER(S)			
Purchaser(s):			
Mailing Address:			
City:		State:	Zip:
Phone:	Cell:	E-mail:	
Purchaser's Agent:			
Agent's Phone:		Agent's E-mail:	

INFORMATION ON SETTLEMENT			
Settlement Company:		Contact:	
Phone:	Cell:	E-mail:	

APPLICANT	
Form Completed By:	
Signature:	Date:

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Property Transfer Application:

Affidavit of the Presence of Smoke & Carbon Monoxide Detectors and Sump Pumps

Property Address: _____ Settlement Date: _____

The undersigned (Owner), _____, hereby states:

1. I am the Current Owner, or authorized representative of the Owner, for the above listed property.
2. The Owner certifies that the residence located at the property address above in 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 International Building Code adopted by the Upper Dublin Township Board of Commissioners.
3. The Owner certifies **that building numbers are clearly posted** in such a manner that they are visible and legible from the street on both the house and both sides of the mailbox as required by Chapter 76 of the Township Code.
4. If applicable, the Owner certifies that **all sump pumps 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.
5. The Owner certifies that **carbon monoxide alarms are installed and properly functioning** as required by International Residential Code, Section R315, Carbon Monoxide Alarms

I declare to the best of my knowledge and belief, the information herein is true, correct, and complete.

Executed this _____ day of _____, 20_____

Owner's Signature: _____ Printed Name: _____

Owner's Signature: _____ Printed Name: _____

Acknowledged By:

Purchaser's Signature: _____ Printed Name: _____

Purchaser's Signature: _____ Printed Name: _____