

UPPER DARBY TOWNSHIP

**MUNICIPAL BUILDING
100 GARRETT ROAD
UPPER DARBY, PA 19082-3135**



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Procedures & Application for Obtaining a Residential Resale Certificate in Upper Darby Township

1. This application must be completed in its entirety. All questions must be answered and the fee submitted prior to any inspections occurring. Any incomplete applications will be returned.
2. The following transactions are exempt from obtaining a certificate:
 - a. Pursuant to court order, including, but not limited to, transfers ordered by a probate court in the administration of an estate, transfers pursuant to a writ of execution, transfers by a trustee in bankruptcy, transfers by eminent domain and condemnation and transfers resulting from a decree for specific performance.
 - b. To a mortgagee by a mortgagor or successor in interest who is in default; to a beneficiary of a deed of trust by a trustee or successor in interest who is in default; by any foreclosure sale after default in an obligation secured by a mortgage; by a sale under a power of sale or any foreclosure sale under a decree of foreclosure after default in an obligation secured by a deed of trust or secured by any other instrument containing a power of sale; or by a mortgagee or a beneficiary under a deed of trust who has acquired the real property at a sale conducted pursuant to a power of sale under a mortgage or deed of trust or a sale pursuant to a decree of foreclosure or who has acquired the real property by a deed in lieu of foreclosure.
 - c. From one co-owner to one or more other co-owners.
 - d. Made to a spouse or to a person or persons in the lineal line of consanguinity of one or more of the transferors.
 - e. Between spouses resulting from a decree of dissolution of marriage or a decree of legal separation or from a property settlement agreement incidental to the decree.
 - f. By a corporation, partnership or other association to its shareholders, partners or other equity owners in connection with the liquidation of the corporation, partnership or other association.

**A HOME RULE COMMUNITY
www.upperdarby.org**

- g. Of a property to be converted by the buyer into a use other than residential use or to be demolished.
 - h. Of unimproved real property.
3. The fee for this application is \$100, unless this is an “as is”/conditional transaction in which case the fee is \$200.
 4. Applications should be submitted to Upper Darby Township 100 Garrett Road Rm. 109
 5. Once the completed application is received the inspection process will consist of the following:
 - a. A property history search for open complaints, open permits, and zoning conformance.
 - b. A public curbing and sidewalk inspection of the property.
 - c. A sewer lateral inspection as per Ord. 3070
 - d. A notarized affidavit submitted with this application confirming that Smoke Alarms, CO Alarms, and visible house numbers are present or will be present at the time of the transaction.
 6. Once completed the results of these inspections will be e-mailed to the applicant, and the seller will be responsible for correcting any violations found.
 7. In order to correct any public curbing and sidewalk violations a cement permit will be required.
 8. When said permit is obtained the permit holder is responsible for scheduling an inspection prior to the concrete being poured, and scheduling a final inspection when the work is completed and the area restored to an acceptable condition.
 9. Once all violations have been corrected the certificate will be sent via e-mail to the person listed as agent/applicant in this packet.
 10. If this is an “as is” transaction in which the buyer will be responsible to correct any violations the following portion must be completed by the buyer:

I _____ accept responsibility to correct any
(Print buyer's name)

outstanding violations that are not corrected by the seller subsequent to this real estate transaction including the responsibility for obtaining the necessary permits and inspections. I understand that should I fail to correct these violations within 12 months of the resale certificate being issued that I am potentially subject to charges and fines under PA ACT 34 of 2015.

 Buyer's Signature

 Date

In the case of an “as is” transaction the resale certificate will be sent electronically to all parties along with the violations sheet, and the buyer will assume responsibility for completing items 6-8 above.

Address of Property Being Sold	
Settlement Date	

Primary Contact Information

Company	
Name	
Address	
Phone	
Fax	
E-Mail	

Seller's Information

Name	
Address	
Phone	
E-Mail	

Buyer's Information

Name	
Address	
Phone	
E-Mail	

Property Information (3 Units and above use commercial application)

Construction Style	
Number of Units	
Is this a rental?	
Will this be a rental?	
Is there a finished basement?	

Affidavit of the presence of working carbon monoxide alarms, smoke alarms and visible house #s

**Commonwealth of Pennsylvania
County of Delaware
Township of Upper Darby**

Address _____

The undersigned, _____, being duly sworn, hereby deposes and states:

1. I am the owner, or authorized representative of the owner, for the above listed property.
2. That a working ANSI/UL2034 or 2075 carbon monoxide alarm will be located within the vicinity of bedrooms
3. That I will provide a working smoke alarm in each individual bedroom and on each floor.
4. That I will provide house numbers a minimum of 3” in height on the front of the structure, and the rear of any structure with a common area, between 5-10’ in height and placed in a manner that makes them visible from the curb line.

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

Executed this ____ day of _____, 20____

Signature

Notary Acknowledgment

Commonwealth of Pennsylvania, County of _____, ss:

Notary Public

Title (and Rank)

My commission expires