



UPPER DARBY TOWNSHIP

100 Garrett Road. Upper Darby, PA 19082-3135

Phone: (610) 734-7613 Fax: (610)734-7638 Email: li@upperdarby.org

Procedures & Application for Obtaining a Residential Resale Certificate

Fees: \$100.00 / Temporary U&O \$200.00

Allow seven (7) calendar days to receive your resale certification once:

- The full application is received.
- Payment has been made.
- A passed Sewer lateral inspection report has been received.
- All violations have been corrected.

1. The Buyer's Address Form must be completed if an entity is the buyer.

2. The information must be accurate.

3. Applications should be submitted with payment to Upper Darby Township 100 Garrett Road Rm. 109 Upper Darby, PA 19082. Email submissions to: li@upperdarby.org

4. 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, sidewalk, and driveway inspection of the property.

c. Per Sewer Lateral Ord. 3070, a sewer lateral inspection is required for resale certifications and temporary use and occupancy certifications.

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 settlement.

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 is required.

8. When the cement permit is issued, the permit holder is responsible for scheduling an inspection prior to the concrete being poured. Go to Upper Darby Township <https://ecode360.com/UP3641> and see section § 472-12Curbs, sidewalks, driveway aprons and curb ramps for concrete specifications.

9. A final inspection is required when the work is completed and the area restored to an acceptable condition.

10. The resale certificate will be provided via e-mail to the person listed as agent/applicant in this packet.

11. If this is an "as is" / Conditional transaction in which the buyer will be responsible to correct any violations the following portion must be completed by the buyer:



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Buyer Acceptance Form

- This form must be completed and signed by the buyer in the event the seller does not make repairs.
- Temporary use and occupancy permit will be issued once this form is completed and signed by the buyer.
- The buyer has up to 1 (one) year to correct the violations.
- **Life safety issues must be corrected immediately.**

Failure to Correct Violation

- The buyer will be issued fines and court cost for failure to correct violations upon expiration of the 1 (one) year.
- The temporary use and occupancy will be revoked if all violation have not been corrected.

Buyer's Full Name			
Address Being Purchased			
Buyer's Home Address			
City		State & Zip	

I _____ **accept responsibility to correct all outstanding violations**
(Print buyer's name)

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.



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The following transactions are exempt from obtaining a resale 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.



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Address of Property Being Sold			
Settlement Date		Payment Amount & Check Number	

Primary Contact Information

Company	
Name	
Address	
Phone	
Fax	
E-Mail	

Seller's Information

Name	
Address	
Phone	
E-Mail	

Buyer's Information

Name	
Address (Po Box is NOT acceptable)	
Phone	
E-Mail	

Property Information (3 Units & above use commercial application)

Construction Type	<input type="checkbox"/> Detached <input type="checkbox"/> Twin <input type="checkbox"/> Row		
Number of Units	<input type="checkbox"/> Single Family <input type="checkbox"/> Duplex		
Number of Bedrooms		Number of Bathrooms	
Is this a rental?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Will this be a rental?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is there a finished basement?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Partial	

Preparer's Printed Name: _____



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Preparer's Signature _____ Date: ____/____/____

AFFIDAVIT OF THE PRESENCE OF WORKING:

- CARBON MONOXIDE ALARM
- SMOKE ALARMS
- VISIBLE HOUSE NUMBERS
- MECHANICAL SYSTEMS

THIS PAGE MUST BE COMPLETED BY THE SELLER OR AUTHORIZED AGENT & NOTARIZED

Commonwealth of Pennsylvania
County of Delaware
Township of Upper Darby

Address	
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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 Acknowledgement

Commonwealth of Pennsylvania, Court of _____, ss:

Notary Public



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Title (and rank)

My commission expires

Date of sewer lateral camera inspection: ____/____/____ Return completed form to Upper Darby Township L&I

PLUMBING COMPANY INFO	PROPERTY INFORMATION
Name of Company	Property Owner
Address	Address
City: State:	City: State:
Phone #:	Phone#:
PA Cont Lic #:	This sewer lateral inspection failed if you answered:
Master Plumber #:	Yes to line items A, B, C, D, & E
NASSCO Cert#:	No to line item F

<h2>Sewer Lateral Inspection Report</h2> <p>Form must be completed & signed by the tech performing the inspection</p>		WORK PERFORMED	
		YES	NO
A.	Are any sump pumps connected to the sewer?	Y	N
B.	Does the sewer line have breaks, cracks, or separated joints?	Y	N
C.	Are there any roots in the sewer line?	Y	N
	If yes, was cable run to clear?		
D.	Is there evidence of I&I (Inflow & Infiltration)	Y	N
	If yes, explain		
E.	Was the inspection recorded?	Y	N
F.	Does the sewer lateral function as designed?	Y	N

License Plumber's Signature: _____ **Date:** ____/____/____

Buyer's Signature : _____ **Date:** ____/____/____

(Buyer's signature required for failed sewer lateral inspections only)



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Buyers Information Form

THIS PAGE MUST BE COMPLETED BY THE BUYER OR AUTHORIZED AGENT & NOTARIZED

- If the buyer is an entity, the name and street address of the officer(s) of the entity is required. PO Boxes are not acceptable.
- The following information must be kept current.

Is the buyer an entity?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
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Entity Name	
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Person's / Officer(s) Name			
Street Address (Po box not acceptable)			
City		State & Zip	
Phone Number			
Email Address			

Address of Property being purchased			
City		State & Zip	

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 Acknowledgement

Commonwealth of Pennsylvania, Court of _____, ss:

Notary Public



UPPER DARBY TOWNSHIP

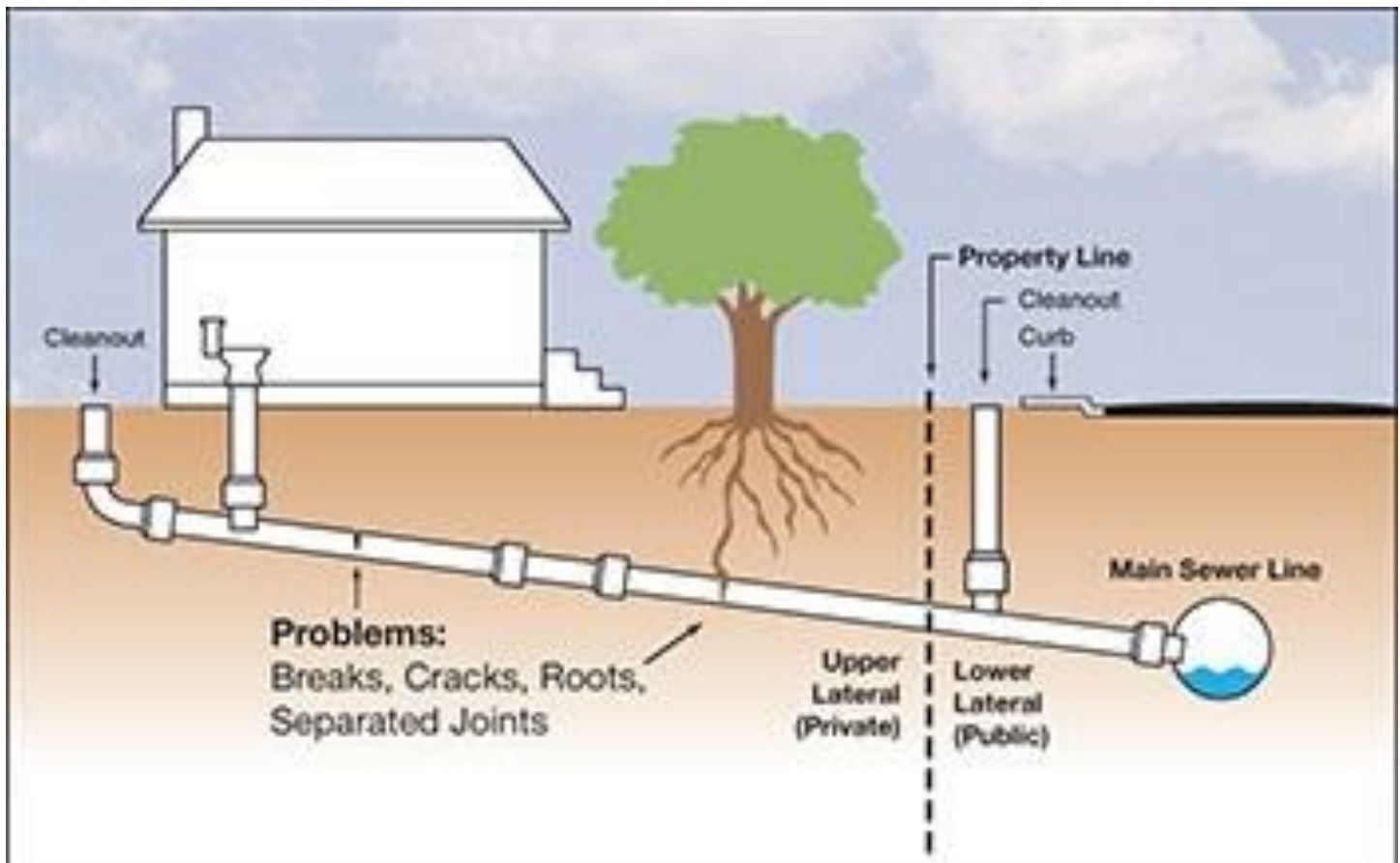
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Title (and rank)

My commission expires

Sanitary Sewer System Diagram



- Sump pumps or foundation drains are prohibited from draining into the sewer system.
- Roof downspouts are prohibited from draining into the sewer system.
- Repair cracks, holes, separated, or offset joints to prevent infiltration of ground water into the sewer system.
- Remove root intrusions. They will clog the sewer lateral
- Sewer cleanouts must be capped to prevent storm water intrusion into the sewer system.



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RENTAL & RESALE CHECKLIST

It is advised the seller review these property maintenance items prior to selling their property.

EXTERIOR

- No apparent damage to roofing
- Exterior walls and fascia must be in good condition
- Electrical service must not be frayed.
- Driveway & Parking spaces must be paved in concrete or macadam in good condition, **including the common driveway, if applicable.**
- All sidewalks, curbs, & aprons must be in good condition. **Sewer caps need to be in good condition.**
- Grass, bushes, & trees must be maintained.
- All trash & debris removed from property.
- Gutters & downspout must be clear, functioning, & irrigate away from the property.
- House numbers at front (4 inches)
- House numbers at the rear if the property is a row home or has a rear driveway (4inches).
- **Sewer lateral Inspection Form must be completed by a licensed plumber (See Ordinance 3070).**

SEE THE NEXT PAGE FOR INTERIOR REQUIREMENTS



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INTERIOR

- Fully functioning kitchen.
- Fully functioning 3PC bathroom.
- GFCI outlets at all counter tops within 6 feet of any water source.
- GFCI outlets in bathroom(s).
- GFCI outlet at washer if within 6 feet of laundry tub / utility sink.
- Floor receptacles must be relocated to baseboard or wall and put blank cover plate over floor box.
- Smoke alarm in all bedroom and on every level.
- Carbon Monoxide alarms on every level.
- Handrails at stairwells on all levels with more than 3 risers. Railings must be secure.
- All windows must function as designed and have screens.
- All doors & storm doors must function as designed.
- All walls, ceilings, & floors must be in good condition (must not have holes or water damage).
- All electrical cables and splices must terminate into junction box.
- Dryers must be vented outside.
- No leaky plumbing
- Sump pumps must not discharge into the public sewer system.
- Skylights must be operable and have screen inserts
- Bathrooms and powder rooms must have exhaust fans if there is no window or skylight.