



# UPPER DARBY TOWNSHIP

100 Garrett Road. Upper Darby, PA 19082-3135

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

## Procedures & Application for Obtaining a Residential Resale Certificate

**Fee: \$100.00 / Conditional U&O \$200.00**

- This application must be completed in its entirety and the fee submitted prior to scheduling any inspections.
- The information must be accurate.
- Incomplete applications will be returned.
- Applications should be submitted to Upper Darby Township 100 Garrett Road Rm. 109 Upper Darby, PA 19082. Email submissions to: [li@upperdarby.org](mailto:li@upperdarby.org)
- Once the completed application is received the inspection process will consist of the following:
  - **A property history search for open complaints, open permits, and zoning conformance.**
  - **A public curbing, sidewalk, and driveway inspection of the property.**
  - **A sewer lateral inspection as per Ord. 3070 Sewer lateral report is required for resale certifications and Conditional Resale by the applicant. Inspection must be video recorded and stored by the inspector.**
  - **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.**
- 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.
- In order to correct any public curbing and sidewalk violations a cement permit will be required.
- 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.
- The resale certificate will be provided via e-mail to the person listed as agent/applicant in this packet once all violations have been corrected.
- If this is a conditional resale transaction in which the buyer will be responsible to correct any violations, the buyer's agreement must be completed by the buyer.



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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](http://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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<b>Address of Property Being Sold</b>			
<b>Settlement Date</b>		<b>Payment Amount &amp; Check Number</b>	

### Realtor/ Agent- if applicable

<b>Company</b>	
<b>Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Fax</b>	
<b>E-Mail</b>	

### Seller's Information

<b>Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>E-Mail</b>	

### Buyer's Information

<b>Name</b>	
<b>Address (Po Box is NOT acceptable)</b>	
<b>Phone</b>	
<b>E-Mail</b>	

### Property Information (3 Units & above use commercial application)

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

**Preparer's Printed Name:** \_\_\_\_\_

**Preparer's Signature** \_\_\_\_\_ **Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_



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## 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

<b>Address</b>	
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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 4" in height on the front of the structure, and the rear of any structure with a common area, placed between 5-10' high and placed in a manner that makes them visible from the curb line.
5. MECHANICAL SYSTEMS

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

\_\_\_\_\_  
Signature

### Notary Acknowledgement

State of \_\_\_\_\_ County of \_\_\_\_\_ This record was acknowledged before me on \_\_\_\_\_ (date) by \_\_\_\_\_ (name(s) of individual(s)) as \_\_\_\_\_ (type of authority, such as officer or trustee) who represent that (he, she or they) are authorized to act on behalf of \_\_\_\_\_ (name of party on behalf of whom record was executed).

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Title (and rank)

\_\_\_\_\_  
My commission expires



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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	
NASSCO Cert#:		No to line item E, F	

Sewer Lateral Inspection Report Form must be completed & signed by the tech performing the inspection		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? (inspection MUST be recorded and stored by the contractor)	Y	N
F.	Does the sewer lateral function as designed?	Y	N

License Plumber's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Buyer's Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

(Buyer's signature is required for a failed sewer lateral inspection or notes from the plumber)

**ALL SEWER LATERAL INSPECTIONS MUST BE VIDEO RECORDED AND STORED BY CONTRACTOR FOR ONE YEAR.**



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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 conditional use and occupancy will be revoked if not all violation have been corrected.

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

### Address being purchased:

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 within one year from the settlement date.



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## RENTAL & RESALE CHECKLIST

EXTERIOR All utilities must be on at the time of inspection.

1. Each re-inspection is \$100.00

### 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 (4 inches).
- Sewer lateral Inspection Form must be completed by a licensed master plumber who holds a certificate to perform sewer lateral inspections. (See Ordinance 3070)