



## **TOWNSHIP OF NEWTOWN**

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### **Newtown Township Real Estate Transfer Instructions**

- Use and Occupancy (U&O) is required for all properties within the Township.
- U&O applications must be received **14 days** prior to settlement (form included in Real Estate Transfer Package)
- Fees: Residential - \$75      Commercial - \$125
- Forms required: (DocuSign is acceptable)
  - Completed **U&O Application** (signed by property owner)
  - Completed **Smoke Detector/Sump Pump Certification Form** (signed by SELLER and BUYER)
  - Completed **Fire Suppression Certification Form**
  - If the house DOES have a sprinkler system, the system **MUST** be inspected by a sprinkler company and a copy of the **Inspection Report**
- Inspection of property includes:
  - Sidewalks
  - Curbs
  - Aprons
  - House numbers (4" x 2.5")
  - **RECYCLING BIN MUST STAY WITH THE HOUSE!**
- Violations are forwarded to the property owner with 2 options for remediation:
  - Repair the violations prior to settlement (work may require a permit)
  - Submit an "As-Is" affidavit and receive a Temporary U&O
- Sewer Certifications (\$25) are handled by the Fiscal Dept: 610-356-0200 ext 115 (request form included in Real Estate Transfer package)
- Tax Certifications(\$25) are handled by the Tax Collector: 610-356-0200 ext 131

# TOWNSHIP OF NEWTOWN



## USE AND OCCUPANCY FOR TRANSFER OF REAL ESTATE

**ALL APPLICATIONS REQUIRE 14 DAYS FOR PROCESSING**

Signatures on these forms must be the invested parties. DocuSign is acceptable for signatures.

Property Address: \_\_\_\_\_

Settlement Date: \_\_\_\_\_ Folio Number: \_\_\_\_\_

Current Owner: \_\_\_\_\_

Owner Address (if different than property address):

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Owner Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**RECYCLE BINS ARE THE PROPERTY OF NEWTOWN TOWNSHIP AND MUST STAY WITH THE HOME. PLEASE PROVE THE SERIAL NUMBER LOCATED ON THE SIDE OF THE BIN:** \_\_\_\_\_

R.E. Agent: \_\_\_\_\_ Phone: \_\_\_\_\_

Company: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email: \_\_\_\_\_ Date of Signed Agreement: \_\_\_\_\_

Buyers Name(s): \_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Property Owner, Executor or Trustee

To Be Completed By The Township ~ Date Received: \_\_\_\_\_ C/O #: \_\_\_\_\_



# TOWNSHIP OF NEWTOWN

## Fire Suppression System Certification

Sellers (Owner): \_\_\_\_\_

Purchasers: \_\_\_\_\_

The Inspection Agency, \_\_\_\_\_, certifies that the property located at: \_\_\_\_\_

Newtown Township Delaware County, Pennsylvania, has an operating fire suppression system and is fully operational and is connected to a central alarm station. A copy of the sprinkler certification must be attached.

\_\_\_\_\_ Not Applicable (the property has no fire suppression system)

Type of System (check all that apply):

Wet \_\_\_\_\_ Dry \_\_\_\_\_ Antifreeze \_\_\_\_\_ CO2 \_\_\_\_\_

Deluge \_\_\_\_\_ Clean Agent \_\_\_\_\_ (please specify) \_\_\_\_\_

The Inspection Agency further certifies that the Fire Suppression is in operational working condition and in accordance Chapter 88 Article II of the Code of the Township of Newtown.

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller

\_\_\_\_\_  
Date

\_\_\_\_\_  
Inspection Agency

\_\_\_\_\_  
Date

**TOWNSHIP OF NEWTOWN**



**SMOKE DETECTOR & SUMP PUMP CERTIFICATION**

Sellers (Owner): \_\_\_\_\_  
(Type or Print)

Purchasers: \_\_\_\_\_  
(Type or Print)

The seller certifies that the residence located at: \_\_\_\_\_  
Newtown Township, Delaware 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, which shall be in compliance with the Uniform Construction Code as adopted by the Newtown Township Board of Supervisors.

The Seller further certifies that all sump pump(s) or other devices which discharge drainage resulting from rain water, springs, wells or other groundwater is not connected to the sanitary sewer system in accordance with Chapter 130 of the Code of the Township of Newtown.

\_\_\_\_\_  
Seller Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seller Signature

\_\_\_\_\_  
Date

Acknowledged by:

\_\_\_\_\_  
Purchaser Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Purchaser Signature

\_\_\_\_\_  
Date

**Signatures on this form must be the invested parties. Realtors, Agents or Representatives may not sign.**



# TOWNSHIP OF NEWTOWN

## Sewer Certification Request Form

\*\*\*Fee \$25\*\*\*

\*\*\* Requests will only be fulfilled when done so on this form \*\*\*

Property Address: \_\_\_\_\_

Settlement Date: \_\_\_\_\_ Folio Number: \_\_\_\_\_

### Applicant Information:

Applicant Type (buyer, seller, agent for, title company, executor): \_\_\_\_\_

Name/Company: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Seller Information:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Buyer Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*If refinancing please check here*

To whom should the certification documentation be transmitted? \_\_\_\_\_

Fax number: \_\_\_\_\_

The information provided herein is true and correct to the best of my knowledge. Falsified information will result in the revocation of the Use and Occupancy Certificate and appropriate legal action as provided by the Commonwealth of Pennsylvania. I understand that this requested certification refers solely to amounts due to the Township of Newtown for sewer billing. Please contact the Newtown Township Tax Collector, Marple Newtown School District and Delaware County for Real Estate, School and County taxes.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_