



Version 1-3-18

Township of Spring Property Transfer Application Ordinance 341

Settlement Date _____

Twp Use

Property Owner _____ **Phone No.** _____

Mailing Address _____

Property Address _____

Applicant (Circle one): Seller Buyer Agent for Seller Agent for Buyer

Applicant Name _____ **Phone No.** _____

Applicant Address _____

Applicant Email _____

<p>Type of Dwelling Unit</p> <p>Single Family Detached <input type="checkbox"/></p> <p>Semi-Detached <input type="checkbox"/></p> <p>Duplex <input type="checkbox"/></p> <p>Townhouse <input type="checkbox"/></p> <p>Number of Dwelling Units</p> <p>Single Family <input type="checkbox"/></p> <p>Two Family <input type="checkbox"/></p> <p>More than Two Family <input type="checkbox"/></p> <p>Non-Residential Uses</p> <p>Type of Activity _____</p> <p>Date Established _____</p> <p>Permit No. _____</p> <p>Known Right of Ways or Easements (Public, Private, or Utility)</p> <p>_____</p>	<p>Number of Bedrooms _____</p> <p>Sump Pump Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Discharge Location _____</p> <p>Smoke Detectors</p> <p>Quantity _____</p> <p>Hard wired <input type="checkbox"/> Battery Operated <input type="checkbox"/></p> <p>Date Tested _____</p> <p>Carbon Monoxide Detector present</p> <p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Legal Non-Conforming Uses or Structures Please list and/or clarify</p> <p>_____</p> <p>_____</p> <p>_____</p>
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I hereby certify that the information supplied hereon is true and correct to the best of my knowledge. I am or have been authorized by the buyer or seller to make this application as his or her authorized agent and we agree to conform to all applicable laws of jurisdiction. I also certify that I have read the supplemental forms outlining instructions, procedures, and inspections and agree to comply.

Signature of Applicant

Application Date

Definitions and Instructions for completing the Property Transfer Application

The property Transfer Ordinance No. 341 was adopted June 11, 2007, and is applicable to any property containing one or more dwelling units transferred by conveyance, lease or other means, occupied by a new tenant or new owner after the transfer of title by deed or other means after August 1, 2007. Applications for issuance of a Property Transfer Certificate shall be filed with the Code Enforcement Officer by the seller, buyer, or agent for the seller or buyer of the property no later than thirty (30) business days prior to settlement and/or transfer of ownership. Any application filed less than thirty (30) business days before settlement will be processed in due course and may cause the issuance of a Property Transfer Certificate to be delayed beyond the scheduled settlement date.

An inspection fee of **\$150.00** payable to 'Township of Spring' shall be charged for each property inspected and said fee must accompany the the application form submitted in accordance with the Township Fee Schedule. An inspection fee of **\$250.00** shall be charged for any application received less than 15 business days prior to the a scheduled settlement.

Upon receipt of a completed application, the Code Enforcement Officer shall, within ten (10) business days, relying upon the application or in the Code Officer's discretion, inspect the exterior of the subject property in accordance with Section 305 of the Ordinance.

An inspection report will be issued following the inspection. The Seller and Buyer's signatures are required to acknowledge to have read the and understood the inspection report and agree to make corrections to any deficiencies as listed on the inspection report.

Upon correction of all violations, the applicant shall notify the Township in writing for a follow-up inspection, which shall be conducted within ten (10) business days from notification. If, following the re-inspection, the property is determined to be in compliance with the standards, a Property Transfer Certificate shall be issued to the applicant. If additional follow-up inspections are required due to the fact that the applicant did not comply with the violation report, the applicant shall be charged an additional fee in accordance with the Township Fee Schedule, as amended from time to time by Resolution.

The inspection of the property is limited to exterior observable conditions only. The Property Transfer Certificate does not warrant or guarantee on the part of the Township or any officer, agent or employee of the Township, the soundness, fitness, safety, or adequacy of the facilities inspected.

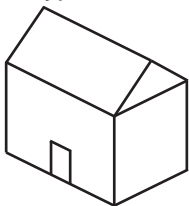
Definitions:

Agent - Any person, partner or corporation who for monetary or other consideration aids a seller in the sale of property. Liability shall be limited to failure to notify the seller of the obligations imposed by this Ordinance.

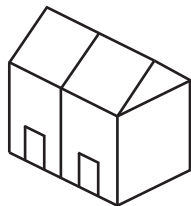
Code Enforcement Officer - Any person specifically designated as such by the Board of Supervisors to enforce this Part, and shall include the duly authorized representatives of said Code Enforcement Officer.

Dwelling Unit - A building or portion thereof, providing one (1) or more rooms arranged for the use of one (1) or more individuals living together as a single housekeeping unit, and having no cooking or samitary facilities in common with any other unit.

Type of Dwelling Unit - Refer to the following diagrams:



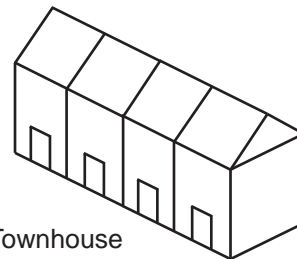
Single Family Detached



Semi-Detached



Duplex



Townhouse

Multiple Family Dwelling - A building arranged, designed, and intended to provide two (2) or more dwelling units. Individual dwelling units may share party walls with other units and either have common outside access areas or have individual outside access areas. Types of such buildings include: townhouses, apartments, and/or condominiums.

Non-conforming - a use or structure that does not meet the requirements or regulations of a current Ordinance, and was established legally under an older Ordinance or prior to an applicable Ordinance.

Notice of Violation - A written Notice issued by the Code Enforcement Officer directing any repair or remediation, corrective or other action relating to any deficiencies as set forth in a report which may include a time frame within such action must be taken.

Owner - Any person who alone, jointly or severally with others shall have:

- (1) - Legal or equitable title to any dwelling or dwelling unit, with or without accompanying actual possession thereof;
- or
- (2) - Charge, care or control of any dwelling or dwelling unit as owner or agent of owner, or as executor, administrator, trustee or guardian of the estate of the owner.

Single Family Dwelling - A building arranged, intended, or designed to be occupied exclusively as a residence for one (1) family and having no common wall with an adjacent building. Types of such buildings include mobile homes and modular units.