



# 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 \_\_\_\_\_ Are Buyer & Owner Related? Yes \_\_\_ No \_\_\_

If yes, circle relationship		
Parent	Child	Sibling
Spouse	Grandparent	Grandchild

1) Type of Dwelling Unit: Single Family Detached \_\_\_ Semi-Detached \_\_\_ Duplex \_\_\_ Townhouse \_\_\_

2) Number of Dwelling Units: Single Family \_\_\_ Two Family \_\_\_ More than Two Family \_\_\_

3) Total Number of Bedrooms \_\_\_\_\_ Number of Bedrooms in the Basement \_\_\_\_\_

4) Is there a Sump Pump in the dwelling for the removal of ground water, or flood water? Yes \_\_\_ No \_\_\_

5) If there is a Sump Pump, where is the water pumped to?(i.e. backyard, street, waste pipe/sewer line) \_\_\_\_\_

6) Improvements added during your ownership (Check all that Apply);

Improvement	✓ If Added	Township Permit Approval? (Circle Yes or No)		Improvement	✓ If Added	Township Permit Approval? (Circle Yes or No)		<i>Applications for improvements without Township permit approval may be submitted to the Township prior to the inspection to avoid a correction request in the inspection report. Failure to comply with the correction request may result in a formal Notice of Violation.</i>
		YES	NO			YES	NO	
Fence		YES	NO	Patio		YES	NO	
Shed		YES	NO	Pool/Hot Tub		YES	NO	
Deck		YES	NO	Other		YES	NO	

If Yes to Other Please Specify: \_\_\_\_\_

7) Are there any Right of Ways or Easements (Public, Private, or Utility) on the property? \_\_\_\_\_

8) Non-Residential Uses: Type of Activity \_\_\_\_\_ Date Established \_\_\_\_\_ Permit No. \_\_\_\_\_

9) List any Legal Non-Conforming Uses or Structures \_\_\_\_\_

10) Total number of working smoke detectors in the dwelling \_\_\_\_\_ Date Tested \_\_\_\_\_

The Property Transfer Inspection is an exterior property inspection only and is performed by the Code Enforcement Officer without a scheduled appointment. The Township compares the applicant's testimony for items concerning the interior of the dwelling with property files and public records.

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

## Property Transfer Information

The Township wants to ensure all single and multiple family dwellings meet certain zoning and property maintenance requirements prior to the property transfer. In order to effectively and efficiently ensure the dwelling units are in compliance, the Township Code Enforcement Officer must inspect each property before the transfer of title. Upon receipt of the completed application, the Code Enforcement Officer shall, within ten (10) business days, inspect the following:

- Utility and Storm Drainage Easements and Road Rights-of-Way must be clear of all obstructions, including those resulting from landscaping.
- Fences must be properly permitted, and meet the required setback and yard requirements. They must be in good repair and of proper height (with self-closing and a latching gate if used as a barrier for a pool).
- Pools and Spas must be properly permitted, located according to setback and yard requirements, in good repair, contain no stagnant water, and must be properly fenced.
- Sheds must be properly permitted, placed in accordance with setback and yard requirements and in the proper location in rear yard behind house.
- Decks must be properly permitted, comply with attachment, baluster spacing and railing height requirements, and placed according to proper setback and yard requirements.
- Curb, sidewalk and driveway entrance ramps are in safe and adequately maintained condition. Sidewalk offsets one inch or more are defined as tripping hazards, and require proper repair or replacement of the raised or depressed slab(s).
- Sanitary sewer connections are in such condition as to prevent and/or control inflow and infiltration of waters into the sanitary sewer collection system and sump pumps and/or rain leaders are not connected to the sanitary sewer system.
- Dwelling units reconcile with the maximum number of units permitted according to Township records.
- Proper sump pump discharge locations are adequate and properly placed.
- The number of working smoke detectors and date tested has been provided for the inspection report.
- All non-residential uses conform with Township records.
- Verify the number of bedrooms with Township records.
- Other items of concern or items to be aware of, i.e. proper address identification numbers on the dwelling or mailbox.

### 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 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 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 sanitary facilities in common with any other unit.

Types of Dwelling Units-Refer to the following diagrams:



Single Family Detached



Semi-Detached



Duplex



Multi-Family Dwelling

**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.