



MIDDLE SMITHFIELD TOWNSHIP
147 MUNICIPAL DRIVE
EAST STROUDSBURG, PA 18302
570-223-8920 FAX: 570-445-3720

RESIDENTIAL RESALE/OCCUPANCY APPLICATION FOR CERTIFICATE

ALL SECTIONS OF THIS APPLICATION MUST BE COMPLETED

Resale Change of Tenant *Include lease agreement

1. Property Address: _____

2. Property Identification Number (PIN): 0 9 7 3 _____

3. Applicants Name: _____

Seller/Owner Agent Buyer

Mailing Address: _____

Phone Number: _____

Can this phone number receive text messages? _____

Email: _____

4. Property Owner's Name: _____

Mailing Address: _____

Phone Number: _____

5. Estimated Sale/Rental Date: _____

6. Type of Dwelling: Single-Family Townhome/Condo Multi-Family

Other: _____

7. Total number of bedrooms: _____ Total number of bathrooms: _____

8. Is property vacant? _____

9. Is water on? _____ Is electricity on? _____

*If water and/or electricity is *not* turned on, applicant will receive Temporary Access Certificate only and will require re-inspection once water and electricity is turned on. Re-inspection is \$50

10. Is property within a gated community? _____ If yes, provide access code: _____

11. Is property subject to deed restrictions/easements or HOA restrictions? _____

If so, name HOA and/or list: _____

12. Does property have private septic or public sewer? _____

If septic, date of last inspection/pump: _____

****Must provide township with copy of certified evaluation of septic system***

Application must be submitted with a copy of the current Deed and required fee of \$100.00. The fee includes one inspection. Additional inspections, if required, are \$50.00 each.

Applicant hereby authorizes members of Township Boards, staff and representatives to enter the lands proposed for site inspections.

I hereby certify that I have been authorized by the owner to make this application as his/her authorized agent and we agree to conform to all applicable laws of this jurisdiction.

Signature of Applicant: _____

Date: _____

In accordance with Middle Smithfield Township Ordinance 176, any owner or authorized agent intending to transfer ownership and/or change the occupancy of a residential property must first apply for and receive a "Certificate of Occupancy" issued by the Code Enforcement Officer. Applicants must demonstrate compliance with Ordinance No. 176 and the Middle Smithfield Township Zoning Ordinance. Upon submission of this application, an inspection will be scheduled. Specific items to be inspected for compliance include, but are not limited to, the following:

NOTE: To avoid additional inspection fees, ensure the following are compliant prior to inspection.

- Property being used in accordance with the Township Zoning Ordinance
- House number posted properly with required size numbers. (4" x 5" minimum size with contrasting background)
- No visible exposed and uncapped electric wires or uncovered receptacles
- GFCI on all receptacles within 6 feet of a water source
- All exterior and interior flights of stairs having more than four risers shall have a handrail on one side of the stair and every open portion of a stair, landing, balcony, porch, deck, ramp, or other walking surface which is more than 30 inches above the floor or grade below shall have guards.
- No unfilled openings in circuit breaker box
- Functioning smoke detectors at each level, including basements and attics
- Pools must be fenced or enclosed.
- No defective pipes or leaks in plumbing
- Sump pump away from house and not hooked up to sewer system
- Dryer must be vented to the outside (no plastic vent pipe)
- Attached garages must have fire separation of one layer of ½ inch drywall and a "C" labeled door
- The owner of the property shall supply the Township with a certified evaluation of the septic system and proof that the tank was pumped.