



# EDDYSTONE BOROUGH

1300 E. 12<sup>TH</sup> STREET, EDDYSTONE PA, 19022  
610-874-1100 FAX # 610-874-1605

## PROPERTY TRANSFER CERTIFICATE OF OCCUPANCY

**\*\*MUST BE RECEIVED 4 WEEKS BEFORE INSPECTION IS NEEDED\*\***

DATE \_\_\_\_\_

PROPERTY ADDRESS \_\_\_\_\_

OWNERS NAME \_\_\_\_\_

OWNERS ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

BUYER OR TENANT'S NAME \_\_\_\_\_

HOME ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_ FAX \_\_\_\_\_

SETTLEMENT DATE \_\_\_\_\_ RENTAL DATE \_\_\_\_\_

AGENT (IF APPLICABLE) \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE# \_\_\_\_\_ FAX \_\_\_\_\_

MOBILE# \_\_\_\_\_

EMAIL: \_\_\_\_\_

**INSPECTIONS ARE DONE ON WEDNESDAYS, PLEASE SUBMIT & PAY, THEN ITS SCHEDULED**

**PLEASE CALL 610-874-1100 WHEN READY TO SCHEDULE INSPECTION**

**RE-INSPECTION- IF REQUIRED MUST BE COMPLETED 7 DAYS BEFORE SETTLEMENT DATE!**

**ANY CONTRACTOR DOING WORK MUST HAVE A PERMIT ISSUED FOR THE WORK THEY ARE DOING**

**RESIDENTIAL FEE: \$100.00**

**Lock Box # \_\_\_\_\_**

**RE-INSPECTION FEE: \$75.00**

**\*\*\*Only if house is unoccupied/no property inside\*\*\***

**CHECK# \_\_\_\_\_**

**DATE \_\_\_\_\_**