



Borough of Phoenixville  
 351 Bridge Street  
 Phoenixville, PA 19460  
 Phone (610) 933-8801  
[www.phoenixville.org](http://www.phoenixville.org)

Permit #:	_____
Permit Fee:	
Residential:	_____
Commercial:	_____
Total:	_____

### Property Transfer Permit Application

**Property Information:** (Please Print)

Property Address: \_\_\_\_\_  
 Tax Parcel Number: \_\_\_\_\_ Settlement: \_\_\_\_\_

**Applicant Information:**

Applicant Type: (buyer, seller, agent for, title company, executor): \_\_\_\_\_  
 Name/Company: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Seller Information:**

Name: \_\_\_\_\_  
 Forwarding Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Buyer Information:**

Name: \_\_\_\_\_  
 Address after Sale: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Property Type</b>	<b>Fee</b>	<b>Residential Uses</b>
Residential - One and Two Family Dwellings	<input type="checkbox"/> \$100	Is the Property a Rental now? _____
Commercial - 3+ dwelling, mixed and all other non-residential uses: (see Schedule of Fees)		Will buyer occupy dwelling? _____

*A Use & Occupancy Permit is required to be issued prior to occupying the premises. Please contact our Code Enforcement Office to schedule a Use & Occupancy Inspection.*

If the property is to be a rental after the Use & Occupancy Certificate is granted, an additional Rental Application with a tenant list must be completed.

**Please note: A Municipal Services Certificate Application shall be submitted at least (7) seven days previous to the settlement date in order for the data to be compiled and certificate produced.**

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.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_