



Borough of Phoenixville
 351 Bridge Street
 Phoenixville, PA 19460
 Phone (610) 933-8801
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:

APPLICATION WILL NOT BE PROCESSED WITHOUT PHONE AND EMAIL OF BUYER

Name: _____
 Address after Sale: _____
 Phone: _____ Email: _____

Property Type

Fee

Residential Uses

Residential - One and Two Family Dwellings \$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? _____

The Property Transfer Permit (PTP) is required to be issued prior to occupying the premises. After processing, the applicant will be contacted by the Department to schedule a PTP Inspection.

If the property is to be a rental after the Property Transfer Permit is granted, an additional rental registration shall 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 may result in the revocation of the Property Transfer Permit and appropriate legal action as provided by the Commonwealth of Pennsylvania.	
Applicant's Signature: _____	Date: _____