

CERTIFICATE OF USE & OCCUPANCY APPLICATION

for RESALE of any Borough Property

Borough of Oxford

PO Box 380, 1 Octoraro Alley, Oxford, PA. 19363

Phone: 610-932-2500

Email: codesadmin@oxfordboro.org

Fax: 610-932-8119

2026

Private Residence: \$125.00

Apartment Dwelling: \$100 1st Apartment \$75 each additional Apartment

Commercial Space: \$125.00 (each) **with Apartment(s):** \$100 1st Apartment \$75 each add'l Apartment

Re-inspection (each): \$50.00 each space/apt.

No Shows or Lock Outs: \$30.00 each unit

Site/Location Address: _____ **UPI NO.: 06-** ____ - _____

Current Owner: _____ **Phone #:** _____

Owner's Address: _____

Owner's Email: _____

Applicant Name (if diff than owner): _____ **Phone #:** _____

Email Address of Applicant: _____

****DATE OF SETTLEMENT:** _____ (REQUIRED)**

Located in Historic District **Y** **N** **Contributing** **Non-contributing**

Sewer Cert. Approved _____ **date** **Water Cert. Approved** _____ **date**

PROPERTY INFORMATION: Property currently used as:

- [] Private Home – Owner Occupied [] Single Home Rental – Tenant Occupied
[] Duplex – Owner occupied and # of Units _____ [] Apartment Dwelling: # of Units _____
[] Commercial Business # of Units _____ & # of Rental Units _____

Buyer's Name: _____ **Corporate Name:** _____

Buyer's Address: _____

Buyer's Email Address: _____ **Phone#:** _____

Property Manager if applicable: _____ **Phone #:** _____

Buyer's Email Address: _____

****Will this be/continue as rental(s)?** _____ **(Y/N)**

REAL ESTATE OR CONVEYANCER INFORMATION:

Office Name: _____

Agent Name: _____

Agent Phone #: _____

Agent's Email: _____

NOTES:

- Applications must be completed, including non-refundable inspection fee(s) before an inspection can be scheduled.
- All inspections must be completed, and any violations found must be corrected. (list will be provided to seller)
- Current Water Certifications and Sewer Certifications must be completed prior to settlement. (typically 2-3 days prior to settlement)
 - Contact Borough Water Department @ (610)932-2500 ext. 1305 for the appropriate forms.
 - Contact Oxford Area Sewer Authority @ (610)932-3493 for the appropriate forms.
- Once all violations have been fixed by the seller and Water & Sewer Certifications are completed, a Certificate of Use and Occupancy will be issued.
- The Certificate of Use & Occupancy will be emailed or provided for pick up, prior to settlement.
- If a property is being sold “as is” (with any violations listed) a Temporary Use & Occupancy Certificate may be issued accordingly.
 - If a Temporary Use & Occupancy Certificate is to be issued, the attached Buyers Agreement must be completed, signed, notarized, and returned to the Borough of Oxford along with a \$50 re-inspection fee, before a temporary certificate will be issued.
 - The buyer will have a specified timeframe in which to correct the violations (timeframe is determined by the severity of the violation items)

Signature of Applicant: _____ Date: _____

SPACE BELOW MAY BE USED FOR ADDITIONAL INFORMATION

For Borough Use :

Permit Fee Paid \$ _____

Date Paid: _____ Cash Credit Check# _____ Approved By: _____

BUYERS AGREEMENT – U & O – RESALE

DATE: _____

To Whom It May Concern,

This notarized letter is in recognition that I the undersigned, agree to make the repairs to _____, Oxford, PA. 19363, per the inspection report by the Codes Officer on _____, 20____. Such repairs are necessary to be in compliance with the property maintenance codes of the Borough of Oxford. Such repairs shall be completed within _____ days of settlement.

(By: _____)

Settlement Date: _____

*Settlement date MUST be provided on this complete/notarized form

Upon completion of the repairs an inspection is to be scheduled with the Codes Office. This is being done at the request of and for the convenience of the buyer. A building permit may be required for some of the repairs to be made.

SIGNATURE – Buyer

ACKNOWLEDGMENT

COMMONWEALTH OF PENNSYLVANIA

COUNTY OF CHESTER

On this, the _____ **day of** _____ **20** , **before me a Notary Public the**

Undersigned officer, personally appeared _____

Known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledge that _____ **executed the same for the purposes therein contained.**

In witness whereof, I hereunto set my hand and official seal.

Notary Public