

Borough of Womelsdorf

Application for Residential Transfer of Property Certificate of Occupancy

INSTRUCTIONS:

1. Fully complete the application making sure to date and sign it.
2. Calculate total fees due.
3. Make ***check** or **money order** payable to **Borough of Womelsdorf**.
4. Send form and check or money order to:

Borough of Womelsdorf
101 W High Street
Womelsdorf, PA 19567

APPLICANT INFORMATION:

Applicant Name: _____

Company Name (if applicable): _____

Applicant Address: _____

City: _____ State: _____ Zip: _____ Email: _____

Phone:() _____ Cell:() _____

Check One: Owner ☐ Owner Agent ☐ Buyer ☐ Buyer Agent ☐

PROPERTY INFORMATION:

Address: _____

Check One: Single Residence ☐ Semi-Detached ☐ Apartment ☐ Townhouse ☐ Condo ☐

Number of Dwelling Units _____ Property Vacant: Yes ☐ No ☐

CURRENT OWNER INFORMATION:

Owner's Name: _____

Owner's Address: _____

City: _____ State: _____ Zip: _____ Phone:() _____

Anticipated Date of Settlement: _____ Lock Box #: _____

Person to contact to schedule inspection: _____ Phone # _____

Signature

Print Name

Date

FEE CALCULATION:

of units _____ x \$85.00 per unit **(if received 14 days or more prior to closing)** = _____ Total due

of units _____ x \$125.00 per unit **(if received less than 14 days prior to closing)** = _____ Total due

FOR OFFICE USE ONLY Inspection Fee Paid: \$ _____ Cash _____ Check: _____ Date: _____

Payment submit by: _____