



RIDLEY PARK BOROUGH

105 East Ward Street Ridley Park, PA 19078

Office: 610-532-2100 Fax: 610-532-2447 Scheduling Dept.: 610-717-6367

Application for Certificate of Occupancy- Residential Sale

Fee: \$100.00.

Please Note: Fee includes License and 1 initial inspection. **Subsequent re-inspections & no shows will be \$50.00 Ea.**

Inspections cancelled with less than 24 hours notice will be counted as an inspection

DATE: _____

Property Address: _____

EXPECTED SETTLEMENT DATE: _____

Current Owner: _____ Owner's Phone #: _____

Owner Address: _____

*Applicant's Name and Address if different from above: _____

Phone #: _____

Real Estate or Conveyance Information:

Office Name: _____

Address: _____

Phone #: _____ Fax #: _____

Agent's Name: _____ Email: _____

Agent's Cell #: _____

NEW Resident(s) Information

Important: Complete all of the following! Application will not be processed if not completed.

List **ALL** current name, address and phone number residents who **WILL** reside here.

(First Name) (Last Name) (Address) (Phone)

(First Name) (Last Name) (Address) (Phone)

*(Current Address and phone # of new occupants)

IS/Was this property ever rented or is it going to be rented out ___ Yes ___ No

If yes, are current tenants staying. If not please explain _____

Upon completion of this application please take a copy of the Re-Sale U&O check list.

* The applicant shall promptly inform the Department of Code in writing of any changes made to a property which alters the information provided in the applicant's registration. Registration Is Non-Transferable.

OFFICE USE ONLY

Date Received by Borough: _____ Amount : \$ _____ Check # _____
_____ Initial inspection
_____ Re-inspection

