

BOROUGH OF GIRARDVILLE

Girardville Code Enforcement Office

Borough Hall, 201 N 4th Street, Girardville, PA 17935

Occupancy Inspection & Rental Registration: Office (570) 276-2006 | Direct (570) 573-7195 | nhazlett@girardvilleborough.org

2026 RESALE / TRANSFER OCCUPANCY PERMIT APPLICATION

For property sale, transfer, deed transfer, tax sale, sheriff sale, estate transfer, or change in control

Completed forms may be submitted in person at Borough Hall, by mail, or via email. Fee payments must be made by check or money order only; cash is not accepted.

Use this form only for resale/transfer occupancy permit review. This form does not replace the Annual Rental Registration and Occupancy Permit Application. If the property is currently rented, tenant-occupied, non-owner-occupied, rent-to-own, or will be used as a rental after closing, the new owner must also complete the rental registration application and tenant/occupant sheet.

State-law note: For resale inspections, the Borough will process certificates in accordance with the Pennsylvania Municipal Code and Ordinance Compliance Act, 68 P.S. §§ 1081-1083, as amended.

APPLICATION INFORMATION

Date:	
Application Type:	<input type="checkbox"/> Resale <input type="checkbox"/> Deed Transfer <input type="checkbox"/> Sheriff Sale <input type="checkbox"/> Tax Sale <input type="checkbox"/> Estate Transfer <input type="checkbox"/> LLC / Control Transfer Other: _____
Property Address:	
Tax Parcel / Map ID:	
Current Use:	<input type="checkbox"/> Owner-Occupied <input type="checkbox"/> Rental <input type="checkbox"/> Vacant <input type="checkbox"/> Tenant-Occupied <input type="checkbox"/> Mixed Use <input type="checkbox"/> Commercial / Nonresidential
Property Type:	<input type="checkbox"/> Single-Family <input type="checkbox"/> Two-Family <input type="checkbox"/> Duplex <input type="checkbox"/> Multi-Unit <input type="checkbox"/> Other: _____
Total Dwelling Units / Spaces:	
Is any part currently occupied?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, by whom? _____

RESALE / TRANSFER FEE CALCULATION

2026 Fee Schedule

Fee Item	Rate	Quantity	Amount Due
Resale / transfer occupancy inspection	\$125.00 per unit	_____ units/spaces	\$ _____
Total Amount Due			\$ _____

Make checks or money orders payable to Borough of Girardville.

SELLER / TRANSFEROR INFORMATION

Seller / Transferor Name:	
Mailing Address:	
City, State, ZIP:	
Phone Number:	
Email:	
Authorized Agent / Realtor:	

BUYER / TRANSFEREE INFORMATION

Buyer / Transferee Name:	
Mailing Address:	
City, State, ZIP:	
Phone Number:	
Email:	
Intended Use After Closing:	<input type="checkbox"/> Owner-Occupied <input type="checkbox"/> Rental <input type="checkbox"/> Vacant / Renovation <input type="checkbox"/> Resale / Holding Other: _____

RESPONSIBLE PARTY / LOCAL CONTACT AFTER TRANSFER

If the new owner resides more than twenty (20) miles from the Borough or will not be locally available, provide a responsible party who can receive notices, coordinate access, respond to emergencies, and perform owner obligations. P.O. Boxes do not qualify.

Name / Company:	
Physical Address:	
City, State, ZIP:	
Phone Number:	
Email:	
24/7 Emergency Contact:	

SETTLEMENT / CLOSING INFORMATION

Anticipated Closing Date:	
Settlement Company / Attorney:	
Settlement Contact:	
Phone Number:	
Email:	
Realtor / Listing Agent:	
Buyer Agent:	

INSPECTION ACCESS AND UTILITIES

Person Coordinating Inspection:	
Phone / Email:	
Access Method:	<input type="checkbox"/> Owner present <input type="checkbox"/> Realtor present <input type="checkbox"/> Lockbox <input type="checkbox"/> Tenant coordination Other: _____
Utilities On For Inspection?	<input type="checkbox"/> Electric <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Heat <input type="checkbox"/> Gas / Fuel <input type="checkbox"/> Not applicable
Animals / Hazards / Access Concerns:	
Open Permits / Known Violations:	<input type="checkbox"/> No <input type="checkbox"/> Yes - explain: _____

OCCUPANCY STATUS AND RENTAL CROSSOVER

This section is included to keep resale review separate from rental registration while still preventing a rental unit from slipping through under a resale-only filing.

Existing Tenants?	<input type="checkbox"/> No <input type="checkbox"/> Yes - attach tenant list and leases if requested
Will Buyer Continue Rental Use?	<input type="checkbox"/> No <input type="checkbox"/> Yes - separate rental registration is required
Will Buyer Place New Occupants Before Repairs?	<input type="checkbox"/> No <input type="checkbox"/> Yes - Borough approval required before occupancy
Vacant Building Secured?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable

MCOCA CERTIFICATE PROCESSING NOTICE

- If the inspection reveals no violations, the Borough may issue a Use and Occupancy Certificate.
- If the inspection reveals at least one violation but no substantial violation, the Borough may issue a Temporary Use and Occupancy Certificate and list the required corrections.
- If the inspection reveals at least one substantial violation, the Borough may issue a Temporary Access Certificate and specifically identify the substantial violation(s) in the municipal report.
- During a Temporary Access Certificate, no new occupant who has not previously occupied the property may occupy it. Existing tenants in a tenant-occupied property may remain only at the discretion of code enforcement based on habitability and safety.
- The Borough does not require an escrow, bond, or similar financial security as a condition of issuing the required certificate; however, all applicable permits, fees, code duties, and correction requirements remain the responsibility of the owner or purchaser as provided by law.

CERTIFICATION AND AUTHORIZATION

I certify that the information provided on this resale/transfer application is true and correct to the best of my knowledge. I authorize the Borough Code Enforcement Officer and/or authorized Borough representatives to inspect the property for resale/transfer occupancy review. I understand that this application is separate from rental registration and that any rental, non-owner-occupied, tenant-occupied, or rent-to-own use may require separate rental registration, inspection, and approval. I understand that false statements may subject me to penalties under 18 Pa.C.S. § 4904, relating to unsworn falsification to authorities.

Signature of Owner/Authorized Agent:	
Printed Name and Title:	
Date:	

BUYER ACKNOWLEDGMENT

Buyer Initials:	_____ I understand that I am responsible for correcting cited violations as required by law and Borough ordinance.
Buyer Initials:	_____ I understand that this resale certificate does not authorize rental use unless the property is separately registered and approved as a rental property.
Buyer Signature:	
Date:	

OFFICE USE ONLY

Payment:	<input type="checkbox"/> Check # _____ <input type="checkbox"/> Money Order # _____ Amount Paid: \$ _____
Receipt / Date Received:	Receipt # _____ Date Received: _____
Inspection Scheduled:	Date: _____ Time: _____
Inspection Result:	<input type="checkbox"/> No violations <input type="checkbox"/> Violations - no substantial violation <input type="checkbox"/> Substantial violation noted
Certificate Issued:	<input type="checkbox"/> Use and Occupancy Certificate <input type="checkbox"/> Temporary Use and Occupancy Certificate <input type="checkbox"/> Temporary Access Certificate
Municipal Report:	<input type="checkbox"/> Issued to Seller <input type="checkbox"/> Issued to Buyer Date: _____
Reinspection:	Required? <input type="checkbox"/> Yes <input type="checkbox"/> No Date: _____ Result: _____