



# CODE ENFORCEMENT AGENCY

1633 Route 51, Suite 100, Jefferson Hills, PA 15025  
1-866-410-4952 [www.cea-code.com](http://www.cea-code.com)

## Rental & Real Estate Transfer Application

NEW Occupant Name: \_\_\_\_\_ Date: \_\_\_\_\_

Location/ Address: \_\_\_\_\_ Municipality: \_\_\_\_\_

\_\_\_\_\_ Lot / Block: \_\_\_\_\_

Phone: ( ) \_\_\_\_\_ E: Mail: \_\_\_\_\_

RESIDENTIAL / COMMERCIAL No. of Occupants: \_\_\_\_\_ Occupant Group: \_\_\_\_\_

### Current Owner Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City / State / Zip \_\_\_\_\_

Phone# ( ) \_\_\_\_\_ Email: \_\_\_\_\_

### Building Information

Proposed Transfer Date: \_\_\_\_\_

Vacant / Occupied Vacant Date: \_\_\_\_\_

Owner / Rental / Lease Is the Building used for any other purpose? \_\_\_\_\_

Where is / As is point of Transfer? \_\_\_\_\_ Do you have a notarized affidavit? \_\_\_\_\_

Are the Utilities connected? Electric \_\_\_ Gas \_\_\_ Water \_\_\_ Sewer \_\_\_

Smoke / Carbon Monoxide Detectors in proper areas? \_\_\_ Fire / Panic \_\_\_\_\_

Electric Panel been inspected? \_\_\_\_\_ (min) 4" address sign on building? \_\_\_\_\_

Any known or open violations? \_\_\_\_\_

Any known or open issues: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date



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## **Rental & Real Estate Transfer Information Sheet**

The following items are going to be reviewed and inspected by the local jurisdiction upon your application submittal. Please make sure the following items are prepared and ready for the inspector **PRIOR** to scheduling:

### **Exterior**

- 1) All unsafe conditions and hazards are repaired or in good working condition.  
Example: Gutters, storm water drainage, sidewalks, steps, landings, gates / fences & exterior lighting or illumination.
- 2) A visible exterior address marker must be displayed in at least 4” minimum from the street.
- 3) All proper egress entryways and exit ways operate properly.

### **Interior**

- 1) Smoke detectors are present and operable in every sleeping area, hallway, basement. (ask the inspector if not sure where to place)
- 2) Carbon Monoxide detection must be present near any gas fired appliance such as hot water tanks, furnace or boiler systems.
- 3) Combination smoke/carbon monoxide detectors may be used in residential dwellings.
- 4) All pathways and emergency egress paths are opened and unobstructed. This also may include doors, windows (ventilation) and basement egress windows.
- 5) All necessary mechanical and plumbing systems must be operable and in good working condition. This includes hot water and heat sources.
- 6) Proper ventilation & light must be available.
- 7) No open or exposed or unsafe wires, cords or electrical junction boxes.
- 8) All electrical wiring must be properly installed and of a proper design and material.
- 9) Ground faults (GFCI) must be present where applicable: basements, garages, open areas near water source.
- 10) If you require a fire extinguisher – must be properly inspected tagged.

**NOTE:** The following guideline is not the full interpretation of the inspection process. This is not a substitute for a home or commercial inspection. The following checklist is comprised to meet the minimum safety and health inspection for occupancy.

**The inspector may add items as necessary based upon physical observation.**



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## REAL ESTATE TRANSFER INSPECTION AFFIDAVIT

Based upon the local Ordinance established by the jurisdiction named below, this affidavit is signed and notarized as a "where is / as is" point of sale and transaction. The status and inspection of the property designated below has determined it does not meet or exceed the minimum code requirement for occupancy according to the Commonwealth of Pennsylvania Uniform Construction Code. The Buyer and Jurisdiction recognize that the Buyer is required to comply with all local codes and standards as described in the International Property Maintenance Code (IPMC), the International Building Code (IBC), National Electrical Code (NEC) and the Commonwealth of Pennsylvania Uniform Construction Code (PA UCC) prior to receiving an Occupancy Permit.

The Buyer understands and agrees that neither this inspection agency, nor the Jurisdiction have made or shall make any assumptions, corrections, or changes to any language specifically to the word "Occupancy" until such time as all required codes specified above have been satisfied to the minimum standard.

UPON CLOSING ON THIS PROPERTY, THE NEW PROPERTY OWNER(S) OF RECORD NOTED HEREIN ACKNOWLEDGES AND ACCEPTS FULL RESPONSIBILITY FOR THE ABATEMENT OF ALL ACTIVE INTERIOR AND EXTERIOR PROPERTY MAINTENANCE AND/OR ZONING CODE VIOLATIONS ON THE PROPERTY ADDRESS OUTLINED HEREIN AND ENUMERATED ON THE ATTACHED NOTICE OF VIOLATION OR PROPERTY MAINTENANCE & TENANT REPORT. EXTERIOR PROPERTY MAINTENANCE VIOLATION WILL BE SUBJECT TO A TIME-LIMIT FOR ABATEMENT DETERMINED BY THE CODE OFFICIAL. IT WILL BE THE RESPONSIBILITY OF THE NEW OWNER(S) OF RECORD TO CONTACT THE CODE OFFICIAL AND REQUEST THEIR UPDATED NOTICE OF VIOLATION.

Municipality/ Jurisdiction: \_\_\_\_\_ Lot & Block (Tax map) #: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Name of Buyer: \_\_\_\_\_

Signature of Buyer: \_\_\_\_\_

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing document was acknowledged before me on this \_\_\_ day of \_\_\_\_\_, 20\_\_ by (name) \_\_\_\_\_ who personally appeared or made known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that they executed the same for the purpose wherein contained.

\_\_\_\_\_  
Notary Signature  
Notary Stamp/ Seal:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Code Official