



CODE ENFORCEMENT AGENCY
1633 Route 51, Suite 100, Jefferson Hills, PA 15025
1-866-410-4952 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.