

IN AN EFFORT TO ENCOURAGE AND INCREASE THE SALE OF REAL PROPERTY WITHIN BRISTOL TOWNSHIP, THE FOLLOWING CHANGES HAVE BEEN MADE TO THE USE AND OCCUPANCY PROCEDURES:

- U&O Permits (Certificates) are required by the Township for settlement. **AT NO TIME SHOULD YOU GO TO SETTLEMENT WITHOUT THE U&O PERMIT.** A fine may be imposed upon any agent who does not comply with this requirement.
- The Township requires U&O applications be submitted at least one month in advance of closing date. Application must be completed in its entirety and accompanied by the \$100.00 application fee. Any applications received by the Township will become null and void after six (6) months if no activity has occurred.
- Agents must do their own “leg work” as far as gathering the proper paperwork and reading materials given to them in the Use & Occupancy packet. Agents must ensure the Township receives all necessary documents and fees associated with the U&O procedure.
- Agents must make the buyers and sellers aware of all requirements, i.e. certifications, open permits, etc. All **“open” permits** must be finalized prior to issuance of U&O. Agents must also make clients aware of requirements for Temporary U&O which will include a “hold harmless” letter, see attached. This hold harmless letter must be signed by seller and buyer and this letter shall be notarized. If the property is banked owned then only the buyer needs to sign the hold harmless letter.
- HUD homes are purchased in “as is” condition and must pay the appropriate utility company to have services restored prior to inspections.
- Agents must notify the Township, *in writing or on an updated application form.* when *any* information provided to the Township changes.

➤ **CERTIFICATION REQUIREMENTS & RESALE REQUIREMENT LETTER:**

- **ELECTRIC**
- **CHIMNEY (including fireplaces and chimney flues), CHIMNEY CHECK OFF LIST**
- **A RESALE REQUIREMENT LETTER MUST BE SIGNED BY SELLER & BUYER STATING THAT THEY HAVE SMOKE DETECTORS INSTALLED. IF BANK OWNED PROPERTY ONLY BUYER NEEDS TO SIGN LETTER.**
- **CERTIFICATIONS MUST BE ORIGINALS AND SUBMITTED AT THE SAME TIME, EITHER WHEN MAKING APPLICATION OR PICKING UP THE USE & OCCUPANCY CERTIFICATE! NO EXCEPTIONS!**

ALL CONTRACTORS MUST BE REGISTERED WITH THE STATE STARTING JULY 1, 2009. TO CHECK AND SEE IF A CONTRACTOR IS REGISTERED WITH THE STATE GO TO WWW.ATTORNEYGENERAL.GOV

**Township of Bristol
Department of Building, Planning & Development**

Residential Resale U&O Application

2501 Bath Road, Bristol, PA 19007

(215)785-3680

FAX (215)788-8541

Application for: Housing certificate of occupancy..... []

Heater enclosure inspection..... []

Certifications attached: Yes____ No____
Check One

Foreclosure/Sheriff Sale: Yes____ No____
Check One

PLEASE PRINT LEGIBLY

Listing Agency Name: _____

Address: _____

Contact Name: _____ Phone #: _____ Ext: _____

PROPERTY ADDRESS: _____ Tax Parcel No.: 05-_____

Owner(s) Name: _____

Address: _____

Home Phone #: _____ Cell #: _____ Work#: _____

Buyer(s) Name: _____

Address: _____

Home Phone #: _____ Cell#: _____ Work#: _____

Buyers Agent Name: _____ Phone #: _____ Ext: _____

Date of Application: _____ **Settlement Date:** _____

Application #: _____

Fees: Housing Certificate Of Occupancy Application Fee.....\$100.00

Receipt #: _____

Heater Enclosure Letter.....\$100.00
(If Required by FHA)

Check #: _____

Cash: ____ **Visa/MC/Discover**

Signature of Applicant: _____ Date: _____

REQUEST FOR ELECTRICAL CERTIFICATION

Listed below is electrical underwriter that performs inspections in our Township:

1. United Inspection Agency at 215-542-9977

Arrangements for payment will be made at that time. Please do not call the Township to schedule this inspection.

REQUESTS FOR CHIMNEY CERTIFICATIONS ARE THE RESPONSIBILITY OF THE APPLICANT AND/OR APPLICANT'S AGENT.

ALL CONTRACTORS DOING CERTIFICATIONS MUST BE REGISTERED WITH THE STATE STARTING JULY 1, 2009. TO CHECK AND SEE IF A CONTRACTOR IS REGISTERED WITH THE STATE GO TO WWW.ATTORNEYGENERAL.GOV

PLEASE CALL OUR OFFICE TO CONFIRM REGISTRATION IF THERE ARE QUESTIONS.

HOLD HARMLESS LETTER

WE, THE BUYERS OF _____ ACCEPT
Property Address
THE PROPERTY IN “AS IS” CONDITION.

WE, THE BUYERS, AGREE TO INDEMNIFY, DEFEND AND HOLD BRISTOL TOWNSHIP AND ALL OF ITS AGENTS HARMLESS FROM AND AGAINST ANY LOSS OR LIABILITY RELATING TO OR RESULTING FROM OCCUPANCY OR USE OF THIS PROPERTY.

WE THE BUYERS AGREE TO HAVE ALL NECESSARY CERTIFICATIONS AND WORK COMPLETED BEFORE OCCUPANCY OF THIS PROPERTY.

(PLEASE BE SURE THAT THIS HOLD HARMLESS LETTER IS AN ORIGINAL AND A NOTARIZED DOCUMENT)

Seller’s Signature

Seller’s Name (PRINT)

Date

Buyer’s Signature

Buyer’s Name (PRINT)

Notary Public

Date

Date

RESALE REQUIREMENT LETTER

ORDINANCE 2012-5

We the Sellers and/or Buyers of _____ agree to have
(Address)
all necessary certifications (Chimney & Electrical Certifications) and smoke detectors
completed before settlement and are fully aware of the 24-month moratorium on the
requirement for sidewalks and curbs.

Please check the box below stating that smoke detectors are in working order:

- Smoke Detectors In All Bedrooms And Hallways Leading To Bedrooms

Seller's Signature

Date

Seller's Signature

Date

Buyer's Signature

Date

Buyer's Signature

Date