



BOROUGH OF POTTSTOWN

100 E. High Street, Pottstown, PA 19464
610-970-6520 610-970-6599 fax

LETTER OF INTENT FOR PROPERTY TRANSFER **Return original to Code Enforcement Office**

In accordance with POTTSTOWN BOROUGH ORDINANCE #1741, codified at Chapter 5, Part 3 and Section 303(2) before the issuance of a certificate of occupancy, a full CODE compliance inspection shall be conducted. The present owner must inform the new owner of all pending violations, and a letter of intent shall be signed as who will be responsible for said violations.

Any /all violations being corrected by the SELLER, must be completed before a Certificate of Occupancy is issued! Any /or all violations being corrected by the BUYER must be corrected within sixty (60) days of transfer of the title to the new owner. Upon failure of the property transfer to a new owner, all listed violations must be corrected within sixty (60) days by the current owner from the date of inspection.

IN ALL CASES; ALL HAZARDOUS BUILDING, SAFETY, FIRE, PLUMBING, AND ELECTRICAL VIOLATIONS CITED AT THE TIME OF INSPECTION SHALL BE CORRECTED PRIOR TO OCCUPANCY

Please notify the inspector at the above number when all violations have been corrected.

The address of the property being transferred: _____

Expected date of settlement: _____

(SELLER) current owner information

(BUYER) new owner information

Names: _____

Names: _____

Address: _____

Address: _____

Day phone # _____

Day phone# _____

The violations on the property as specified in the inspection report DATED: _____ will be corrected within the time frame as specified.

The responsible party (Buyer) for correcting these violations must sign below:

Responsible person(s) Name(s)

(Print)

(Signature)

Date: _____

(Print)

(Signature)

Date: _____

(Print)

(Signature)

Date: _____

(Print)

(Signature)

Date: _____