



# BOROUGH OF WILKINSBURG

## CODE ENFORCEMENT DEPARTMENT

ROOM 304 THIRD FLOOR  
605 ROSS AVENUE  
WILKINSBURG PENNSYLVANIA 15221  
PH 412-244-2923/FX 412-244-2922



### PROPERTY TRANSFER OR REFINANCE APPLICATION

In accordance with Borough Codification Chapter 188 (Occupancy Permits) and Chapter 217 (Sewer and Sewer Disposal)

**Please print clearly. Illegible application will be refused.**

Lot & Block Number \_\_\_\_\_

Property Address \_\_\_\_\_ City \_\_\_\_\_ State & Zip Code \_\_\_\_\_

Building Type:  Residential;  Commercial with \_\_\_\_\_ units in building;  Mixed Use;  Single Family;  Apartment with \_\_\_\_\_ units in building

Existing Owner \_\_\_\_\_ Telephone Number \_\_\_\_\_ E-Mail \_\_\_\_\_

Owner Address \_\_\_\_\_ City \_\_\_\_\_ State & Zip Code \_\_\_\_\_

Prospective Buyer Name \_\_\_\_\_ Telephone # \_\_\_\_\_ E-Mail \_\_\_\_\_

Prospective Buyer Address \_\_\_\_\_ City \_\_\_\_\_ State & Zip Code \_\_\_\_\_

Realtor or Agent Name \_\_\_\_\_ Realtor Telephone # \_\_\_\_\_ E-Mail \_\_\_\_\_

Additional Addresses Associated with Parcel \_\_\_\_\_

**Wilkesburg Borough Ordinance Chapter 217 requires that all property owners in the Borough wishing to sell their property are required to deliver the buyer of said real estate, prior to closing, a document disclosing the Zoning District, the legality of the existing issue, any uncorrected notices of violation of housing, building, safety or fire ordinances and requiring the delivery to the purchaser or mortgagor a certificate of compliance stating that all illegal connections of storm water have been eliminated from the sanitary storm water system.**

**Note: Occupancy Inspections are required for Property Transfer as per Chapter 188 of Wilkesburg Borough Code of Ordinances**

#### Schedule of Fees for Certificates

**X = REQUIRED**

		SALE	REFINANCE	FEE DUE
INSPECTION FOR SALE	\$35	X		
LIEN LETTER*	\$35*	X	X	
CERTIFICATE OF OCC.	\$25 per unit			
SEWER COMPLIANCE	\$15	X	X	

TOTAL DUE:

**\*EXPEDITED FEES MAY APPLY**

**ALL INFORMATION ON THIS APPLICATION IS REQUIRED IN ORDER TO PROCESS YOUR REQUEST. REQUESTS RECEIVED WITH INCOMPLETE INFORMATION OR FEES WILL NOT BE PROCESSED.**

**UNLESS THE PROPERTY HAS BEEN DYE TESTED BY THE BOROUGH, YOU MAY HAVE TO SUBMIT AN "APPLICATION FOR DYE TEST CERTIFICATE OF COMPLIANCE" COMPLETED BY A REGISTERED MASTER PLUMBER.**