



# BOROUGH OF COLWYN

Delaware County, Pennsylvania

Borough Hall  
221 Spruce Street  
Colwyn, PA 19023  
610-461-2000 office  
610-461-2709 fax

## Application for Certificate of Occupancy – Residential Sale

**Fee: \$75.00** (includes initial inspection & 1 re-inspection. Subsequent re-inspections will be \$35.00ea.

**No show and late cancellations will be \$75.00ea**

\*Inspections cancelled with less than 24 hours' notice will be counted as an inspection\*

### NO EXCEPTIONS

Date: \_\_\_\_\_

**EXPECTED SETTLEMENT DATE:** \_\_\_\_\_

**Current Owner:** \_\_\_\_\_ **Owner's Phone #:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_ **Apt.#** \_\_\_\_\_

**Applicant's Name and Address (if different from above):** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

### **Residential Information:**

Type of Occupancy (please check one):

- Private Home - Owner Occupied
- Private Home - Tenant Occupied
- Private Home - Owner Occupied and Apt (Duplex)
- Apartment Dwelling

### **Real Estate or Conveyance Information:**

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

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

Phone #: \_\_\_\_\_ Fax#: \_\_\_\_\_

Agent's Name: \_\_\_\_\_ Ext#: \_\_\_\_\_

Agent's Cell #: \_\_\_\_\_

Agent's Email: \_\_\_\_\_

### **NEW Resident(s)/ Buyer Information**

**Important: Complete all the following!** Application will not be processed if not completed.

List **NEW** residents between the ages of 18 and 65 who **WILL** reside here

\_\_\_\_\_  
(First Name) (Last Name) (Current Address) (Phone #)

\_\_\_\_\_  
(First Name) (Last Name) (Current Address) (Phone #)

\_\_\_\_\_  
(First Name) (Last Name) (Current Address) (Phone #)

**(Current Address and Phone # of new occupants)**

\*The applicant shall promptly inform the Department of Code in writing of any changes made to a property which alters the information provided in the applicant's registration. Registration is non-transferable.

### **OFFICE USE ONLY**

Date Received by Borough: \_\_\_\_\_ Amount: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Initial Inspection \_\_\_\_\_

Re-Inspection \_\_\_\_\_