



RESALE CERTIFICATE APPLICATION

Application Requirement

A resale certificate application is required for every change in residential property ownership. Fee is per unit. A credit card payment link can be provided upon request. Convenience fees payable to the credit card company will be applied.

Application Deadline and Inspection Scheduling

Submit the application at least 30 days before settlement or occupancy. The responsible party must contact East Rockhill Township to schedule the required inspection. Inspections are available on Tuesdays and Thursdays from 9:00 a.m. to 11:00 a.m.

Review Timeline

Allow two (2) weeks after the inspection for notification via electronic mail of a failed inspection or issuance of the resale certification.

Status Inquiries

Do not contact East Rockhill Township to request application status updates, as inquiries delay the review process.

Settlement Delays

East Rockhill Township is not responsible for settlement delays resulting from scheduling issues, failed inspections, or incomplete payment.

Expiration

An issued resale certificate expires 30 days after the date of issuance. If the certificate expires before settlement or occupancy, a new application is required.

Inspection Requirements

Please initial each item to acknowledge that the requirement has been reviewed and satisfied.

Life Safety

- _____ Smoke detectors are installed in the basement, attic, common areas, hallways near bedrooms, and in every bedroom.
- _____ Carbon monoxide detectors are installed in the immediate vicinity of all bedrooms.
- _____ Any stairway with three (3) or more steps has a handrail.

Electrical Safety

- _____ Electrical outlets have plate covers and no exposed wiring.
- _____ Any outlet within six feet (6') of a water source has GFCI protection.

Plumbing and Utilities

- _____ The sump pump is not connected to the sewer system.
- _____ Water is running at all faucets.
- _____ The dryer is vented to the outside.

Property Identification and Records

- _____ The house street number is between 3" and 6" in height and is visible from the street.
- _____ The septic pumping record is current and dated within the last three (3) years.
- _____ A zoning or building permit is on record for every applicable structure erected, or change of use that has occurred, on the property since the 1970 zoning enactment. A listing of permit requirements can be found on the zoning webpage.

Property Information

Site Address:		Tax Map Parcel: 12-	
City:		State: PA	Zip:
Unit Type <i>check all that apply:</i>	☐ Single-Family	☐ Rental Unit # _____	☐ Accessory Family Apartment
Settlement Date:			
Will this Property be used as a rental unit? ☐ Yes ☐ No If yes, ☐ Tenant Occupied ☐ Short-Term Rental			

Property Owner Information

	Current Owner	Buyer
Name(s):		
Mailing Address:		
Email:		

Responsible Party

To be contacted for ALL communications and be present for inspection or to provide access

Name:			
Mailing Address:	City:	State: PA	Zip:
Email:	Phone No.		

Application Verification

I, _____, certify that I am the legal Property owner of Bucks County Tax Map Parcel Number 12-_____ OR that I am authorized to apply on behalf of the legal Property owner.

I certify that the information provided in this application is true and correct to the best of my knowledge. I have read and understand the East Rockhill Township requirements and procedures included in this application and I understand that an inspection will not be scheduled or conducted until the Township receives a complete application and payment.

Applicant Signature: _____ Date: _____