

RESALE, USE, and OCCUPANCY CERTIFICATES RESIDENTIAL

PLEASE NOTE: All sections of the application must be completed and submitted with a current deed and payment of required fee. We accept cash, check or money order made payable to Middle Smithfield Twp.

#2 – PIN or Property Identification Number: you can find this information on Monroe County’s website, click on “property record search” or type this address in your web browser:
<http://agencies.monroecountypa.gov/parcelsearch/>

#3 – Applicant information:

Applicant can be the seller/owner, buyer or agent

If Agent, please include the name of the person applying, not just the office

If email is provided, a copy of the issued certificate will be emailed as well as mailed.

#9 – If water and/or electricity is not turned on, applicant will receive a Temporary Access Certificate. This allows the buyer to place their personal items in the home and access the home to complete repairs. This does not allow the buyer to occupy the home. A re-inspection will be performed for a fee of \$50. Re-inspection does not guarantee issuance of a certificate; issuance will depend on the findings of the inspection.

#12 – Private septic systems require the submission of a certified evaluation of the septic system and proof of pumping. If not provided at the time of application, a Temporary Occupancy Certificate will be issued granting the buyer 12 months to submit the evaluation.

What are some minor violations that are frequently discovered?

- GFCI outlets must be on all receptacles within 6 feet of a water source
- Electrical wires or ground wires that are not covered or connected
- Anti-Tip device on a stove
- Graspable handrails on stairway more than 4 risers
- Construction completed without permits

What are some major violations?

- Malfunctioning septic system
- No water
- No electricity
- Major structural damage

Will this postpone my closing?

- No. Your closing can move forward. A Temporary Certificate allows 12 months for the buyer to meet the stipulations of the certificate and schedule a re-inspection. Re-inspections are \$50.

What if I am renting my property? Is this required every time I have a new tenant?

- For each new tenant renting for more than 30 days, a new certificate must be applied for and obtained. You must provide a copy of the lease agreement, in addition to the deed, with your application.