



Borough of Phoenixville  
 351 Bridge Street  
 Phoenixville, PA 19460  
 Phone (610) 933-8801  
[www.phoenixville.org](http://www.phoenixville.org)

REQUEST TYPE	
<input type="checkbox"/>	Transfer of Property/Sale
<input type="checkbox"/>	Refinance
<input type="checkbox"/>	Foreclosure
<input type="checkbox"/>	For Information Only

## Municipal Services Certification Request Application

**ATTENTION: FEE CHANGE from \$50 to \$75 will be in effect January 1, 2020.**

**Property Information:** (Please Print)

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

Tax Parcel Number: \_\_\_\_\_ Settlement: \_\_\_\_\_

**Applicant Information:**

Applicant Type: (buyer, seller, agent for, title company, executor): \_\_\_\_\_

Name/Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Seller Information:**

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

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Buyer Information:**

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

Address after Sale: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

*Property is required to obtain a Property Transfer Permit prior to buyer occupying/allowing occupancy of the premises.*

*If settlement does not occur according to the information provided above, the Borough shall be notified, the MSC will be invalid and each subsequent reading and cert will be charged as per the current Schedule of Fees.*

Complete below:

- Property Transfer Permit Ordered       Property Transfer Permit Not Ordered

To whom should the certification document be transmitted? \_\_\_\_\_

**Upon completion and appropriate payment of this application, please contact the Code Enforcement Office in order to schedule the Property Transfer Permit Inspection. Occupancy of a dwelling unit will not be legal without one.**

The information provided herein is true and correct to the best of my knowledge. Falsified information will result in the revocation of the Use and Occupancy Certificate and appropriate legal action as provided by the Commonwealth of Pennsylvania. I understand that this requested certification refers solely to amounts due to the Borough of Phoenixville for utility billing, rental licenses and any other municipal fees. Please contact the Phoenixville Tax Collector, Phoenixville Area School District and Chester County for Real Estate, School and County taxes.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_