



**CITY OF ALLENTOWN**  
 BUREAU OF BUILDING STANDARDS & SAFETY  
 435 HAMILTON ST- 4<sup>th</sup> FLOOR  
 ALLENTOWN, PA 18101  
 Phone: 610-437-7591 Email:  
 buildingpermits@allentownpa.gov

(OFFICE USE ONLY)

ACCOUNT # \_\_\_\_\_

DATE RECEIVED \_\_\_\_\_

**COMMERCIAL PRESALE- BUYER INFORMATION REPORT**

DATE OF TRANSFER: \_\_\_\_\_

PROPERTY WAS SOLD AS-IS: YES  NO   
 (If yes, Acceptance form MUST be attached)

**PROPERTY INFORMATION:**

ADDRESS OF PROPERTY \_\_\_\_\_ # OF SQ. FT. \_\_\_\_\_

**BUYER INFORMATION:**

BUYER'S FULL NAME \_\_\_\_\_ BUYER'S PHONE NUMBER \_\_\_\_\_ BUYER'S EMAIL ADDRESS \_\_\_\_\_

**BUYER'S AUTHORIZED AGENT INFORMATION:**

AGENT'S FULL NAME \_\_\_\_\_ AGENT'S PHONE NUMBER \_\_\_\_\_ AGENT'S EMAIL ADDRESS \_\_\_\_\_

**BUYER'S RESPONSIBILITIES**

**FORM MUST BE COMPLETED AT SETTLEMENT AND DELIVERED TO THE CITY WITHIN 3 BUSINESS DAYS TO AVOID PENALTIES**

*§ 455-152 Compliance. The buyer and/or their agent shall, within three business days of transfer of title, provide to the City of Allentown Bureau of Building Standards and Safety, the buyer's name, address and date of transfer.*

**WHEN PROPERTY IS SOLD WITHOUT AN INSPECTION, OR THERE IS A PENDING INSPECTION- IT IS THE RESPONSIBILITY OF THE NEW OWER TO APPLY AND PAY FOR A PRESALE INSPECTION, TO SCHEDULE OR RESCHEDULE AN INSPECTION WITH THE CITY WITHIN 30 CALENDAR DAYS OF DATE OF TRANSFER TO AVOID PENALTIES.**

*§ 455-151 Inspections required. B. In the event that any transfer of title occurs without an inspection having been conducted under the requirement in § 455-151A, the buyer is responsible for obtaining the inspection report, to include paying the appropriate fee for said inspection.*

**IF PROPERTY IS PURCHASED AS A RENTAL THE BUYER HAS 60 CALENDER DAYS FROM THE DATE OF TRANSFER TO REGISTER THE RENTAL WITH THE CITY**

*§ 455-143 Sale or transfer of residential rental units. A. A residential rental registration issued hereunder is not automatically transferable to any person or entity who has acquired ownership of a residential rental unit. A residential rental registration shall be revoked upon failure to apply for its transfer within 60 days of the date of sale or transfer of ownership of the residential rental unit. B. A residential rental license shall not be transferred. In the case of licensed residential rental units that are sold or transferred, the new owner shall seek a residential rental license for each residential rental unit and have each residential rental unit inspected. Failure to seek a residential rental license for each residential rental unit within 60 days of the date of sale or transfer of ownership shall result in the revocation of the residential rental license.*