

# THE BOROUGH OF NEWTOWN

23 North State Street

Newtown, Pa 18940

Telephone 215-968-2109

Fax 215-9686338

## Instructions for Pre-Recording a Deed With Newtown Borough

### REAL ESTATE DEED REGISTRATION

April 2005

Ordinance # 662 of the Borough of Newtown, Bucks County, Pennsylvania adopted on April 12, 2005 [and effective on July 1, 2005](#), requires that each and every purchaser, devisee, grantee or other person acquiring title to property in Newtown Borough in any manner whatsoever shall furnish to the Newtown Borough Secretary at the Newtown Borough Municipal Building at the address shown above, a description of the property and, at the same time *and prior to recording the instrument with the Bucks County Recorder of Deeds*, present the deed or deeds and/or other instruments of conveyance to the Borough Secretary to be stamped as evidence of the registry of the transfer.

Applications must be printed or typed and submitted on the attached Newtown Borough Real Estate Deed Registration Application. No other form may be used and no other form will be accepted. The following items are required when registering a deed in Newtown Borough.

- 1) Borough of Newtown Real Estate Deed Registration Application
- 2) The original deed
- 3) A copy of the entire Deed for Borough Tax Parcel Files which includes a written description of the property
- 4) A self-addressed stamped envelope if registering by mail
- 5) A check in the amount of \$45 made payable to the Borough of Newtown
- 6) If this is a rental property, a completed Tenant Registry or Status of Occupancy Report must be filed with Borough Secretary within 30 days after acquisition.
- 7) New owner must sign and initial appropriate places on application form.

Application will be accepted during regular office hours - Monday through Friday between 9:30am and 4:30pm, only. If registering by mail, please allow (10) ten working days from receipt to process your application.

#### **Status of Occupancy**

Under Ordinance #319 adopted on March 12, 1974 and amended in its entirety on January 14, 1997 by Ordinance No 552, all lessors and/or owners *within 30 days after acquisition*, rental or availability for rental, shall report to the Borough of Newtown the number of parcels or units of real estate presently or hereafter rented or available for rental and the names of the lessees or tenants on a **Status of Occupancy Report Form**. During term of ownership, any change in the occupancy of real estate rented or leased shall be reported by lessor and/or property owner to the **Newtown Borough Secretary at Council Chambers, 23 North State Street, Newtown, Pa 18940** within (10) ten days after such change. Failure to do so is punishable by a fine. If you have any questions, please do not hesitate to call the Borough Secretary at the number listed above.

Newtown Borough Council

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**Real Estate Deed Registration Application**

ALL structures in the Historic District are subject to the Historic Ordinances. This is true whether or not the structure is considered a contributing building or feature. Failure to disclose to the Buyer that the structure is in the Historic District and is subject to the regulations may have serious legal consequences. This portion of the form must be completed and the New Owner must sign and initial in the appropriate place

Registration # \_\_\_\_\_ Date Received \_\_\_\_\_ Date Registered \_\_\_\_\_

Tax Parcel # 28- \_\_\_\_\_ Historic District  Yes  No Owners Initials \_\_\_\_\_

Date of Acquiring Title \_\_\_\_\_

Property Conveyed \_\_\_\_\_  
Street and Unit/Suite if applicable

Former Owner (Grantor) \_\_\_\_\_

Former Owner Mailing Address \_\_\_\_\_  
Street City State Zip

Present Owner (Grantee) \_\_\_\_\_  
Name

Mailing Address of Owner (if different from property address)

Street City State Zip

Mail Tax Bill To: \_\_\_\_\_  
Name

Street City State Zip

Identify Number of Units \_\_\_\_\_ Check if Condo Unit \_\_\_\_\_

Identify Zoning Use

Residential \_\_\_\_\_ Owner Occupied \_\_\_\_\_ Tenant Occupied \_\_\_\_\_ or both \_\_\_\_\_

Non-Residential \_\_\_\_\_ Owner Occupied \_\_\_\_\_ Tenant Occupied \_\_\_\_\_ or both \_\_\_\_\_

SIGNATURE OF NEW OWNER \_\_\_\_\_ DATE: \_\_\_\_\_

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PROVIDE NAMES(S) & ADDRESS(S) OF PARTICIPATING  
REAL ESTATE BROKERS AND/OR AGENTS

Name of Sellers Realtor \_\_\_\_\_ Firm \_\_\_\_\_ Telephone No. \_\_\_\_\_

Firms Address \_\_\_\_\_ Zip \_\_\_\_\_

Name of Buyers Realtor \_\_\_\_\_ Firm \_\_\_\_\_ Telephone No. \_\_\_\_\_

Firms Address \_\_\_\_\_ Zip \_\_\_\_\_

*If property will be leased this section needs to be completed.*  
Please Print or Type

**Tenant Registry - Status of Occupancy Report**

Please provide name of tenant(s). If more than one tenant, provide list on separate page provided.

Tenant Name(s) \_\_\_\_\_ Suite/Unit# \_\_\_\_\_

Tenant Telephone \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Tenant Emergency Contact (Name) \_\_\_\_\_

Tenant Emergency Contact (Telephone) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**Tenant Registry - Status of Occupancy Report**

Please Print or Type

Tax Parcel # 28- \_\_\_\_\_  
Address of Property \_\_\_\_\_  
Property Owner (Name) \_\_\_\_\_  
Property Owner (Telephone) \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Tenant Name(s) \_\_\_\_\_ Suite/Unit# \_\_\_\_\_  
Tenant Telephone \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Tenant Emergency Contact (Name) \_\_\_\_\_  
Tenant Emergency Contact (Telephone) \_\_\_\_ - \_\_\_\_ - \_\_\_\_

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