Transfer of Property Procedure

15 Days

HOMEOWNER:

- Complete Application to Transfer & Submit to PGJTA with $400.00 Fee
- $400.00 Fee covers one unit;

  Additional Units at same dwelling are $50.00 each

Qualified Independent Inspection Agency:

- A qualified independent inspection agent will contact the homeowner to schedule the inspection.
- Homeowner must be present for the Inspection.

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  Agent will Complete Video Inspection and Inspection Form

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  Deliver DVD & Inspection Form to JTA Admin Office

PGJTA:

- Sends camera inspection video & report for review.

REVIEW AGENCY:

- Reviews camera inspection video & report
- Provides report & returns DVD to PGJTA

PGJTA:

- Upon receipt of the review report the JTA will issue either a CSS or a Notice of Failure.

Compliant?

- **YES ➔** PGJTA provides a CSS to Homeowner or Responsible Party Only
- Others listed on the Application to Transfer may receive a copy upon request

NO➔ A Notice of Failure (NOF) is issued to the Homeowner or Responsible Party. ~NOF may include an Escrow Amt to be held at the time of settlement which includes the Inspection Fee.

- Repairs shall be conducted by a qualified repair agent within 120 days of notice.
- Repair agent contacts respective Municipal Inspector 24-48 Hours in advance to schedule Inspection
- Repair Agent can send their Invoice to JTA
- Municipal Inspector provides Certification of Inspection to PGJTA
- PGJTA will send the Invoice & Proof of Inspection to settlement Agent to request the release of escrow funds.

Settlement Company holds the escrow & will not release funds until proof of inspection from JTA is received; therefore the JTA agrees to send BOTH the Invoice & Proof of Inspection to the Settlement Company to expedite the release of escrow funds.