

# BOROUGH OF CRAFTON

ADMINISTRATIVE OFFICE

100 Stotz Avenue · Pittsburgh, Pennsylvania · 15205 · Phone: 412-921-0752 Ext. 10 · www.craftonborough.com

## LETTER OF INTENT TO REMEDY

As a condition of the transfer of ownership, the property located within the Borough of Crafton, at \_\_\_\_\_, was inspected on \_\_\_\_\_ in order to obtain a Certificate of Occupancy for closing. At that time, several items failed the inspection. Enclosed with this Letter of Intent to Remedy are the complete list of the failed items and the intended remedy for correction. These corrections will be completed within thirty (30) days of closing as permitted by the Building Inspector/Zoning Officer.

A final inspection must be requested when all remedies/repairs have been complete. If repairs are not completed within the thirty (30) day time period **a new occupancy permit application and/or building permit application, along with the appropriate fees** will be submitted for any required work. Failure to comply will result in a violation and/or criminal complaint issued against the property and/or myself.

**The Conditional Occupancy Permit that is issued in conjunction with this letter is only for the sale of the property. A Final Occupancy Permit will be issued once all conditions are satisfied.**

SIGNATURE OF PROPERTY BUYER:

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

\_\_\_\_\_  
(PRINT NAME)

\_\_\_\_\_  
(PHONE)

NOTARY PUBLIC SEAL:

*Subscribed and Sworn before me,  
this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.*

\_\_\_\_\_  
NOTARY'S SIGNATURE

NOTARY PUBLIC IN AND FOR THE COUNTY OF \_\_\_\_\_ AND THE STATE OF PENNSYLVANIA.