

BOROUGH OF FOX CHAPEL
REQUIREMENTS FOR THE ISSUANCE OF A NO-LIEN LETTER

Following the instructions and the checklist below will help facilitate the release of a No-Lien Letter.

All requirements must be met before the letter can be issued.

- ❖ No-Lien questions should be directed to Kelsey Mersing at 412/850-5029 (kmersing@fox-chapel.pa.us).
- ❖ A Dye Test is required for the *sale* of a property. A test of the existing sewage system must be completed, and defects corrected, or alternate security provided before the issuance of a no-lien letter. The Borough charges a \$350 fee (**the plumber will have a separate fee**) for the test, which must be paid prior to scheduling a dye test. The Homeowner must choose a plumber from the Borough's List of Registered Plumbers and have the plumber contact Chuck Smith, Sanitary Sewer Inspector, at the Borough Office (412/850-5030) to make arrangements for the test. The Borough performs the tests in conjunction with a plumber retained by the Seller. **THE PLUMBER SHOULD CONTACT CHUCK SMITH AS SOON AS POSSIBLE TO AVOID ANY DELAYS IN OBTAINING A NO-LIEN LETTER, ESPECIALLY IF REPAIRS/CORRECTIONS ARE NEEDED.** Dye Tests are valid for one year *unless* the home is changing owners. Please see the Borough's website: www.fox-chapel.pa.us for detailed information regarding dye test procedures.
- ❖ The Borough charges \$50 for the issuance of a no-lien letter.

For Sale of Home:

- ✓ *Submit Dye Test Payment application with \$350 payment to the Borough of Fox Chapel*
- ✓ *Contact registered plumber to schedule dye test with Sanitary Sewer Inspector*
- ✓ *Submit No-Lien Application with \$50 payment to the Borough of Fox Chapel*
- ✓ *Provide Seller's forwarding address*
- ✓ *Buyer needs to complete and return the Rental Unit Registration form*
- ✓ *Buyer needs to complete and return the Zoning Certificate of Compliance Application*

For a Refinance:

- ✓ *Submit No-Lien Application with \$50 payment to the Borough of Fox Chapel*

All forms & List of Registered Plumbers are available on the Borough's website: www.fox-chapel.pa.us

APPLICATION FOR A NO-LIEN LETTER

This form must be used to request a No-Lien Letter. Type or print information below and mail application to: Borough of Fox Chapel, 401 Fox Chapel Road, Pittsburgh, PA 15238. The No-Lien Letter will be faxed to the requesting agency. Please enclose a self-addressed stamped envelope if the original letter is to be mailed in addition to the fax copy.

No-Lien Request for (please indicate one): Sale [] Refinance [] Closing Date: _____

Property Address: _____ Lot/Block: _____

Current Property Owner(s) Name(s): _____

Seller's Forwarding Address: _____

Purchaser(s) Name(s): _____

Requesting Agency: _____ Contact Person: _____

Mailing Address: _____

Phone: _____ Fax: _____ Email Address: _____

For Real Estate Taxes contact Jordan Tax Service, 102 Rahway Road, McMurray, PA 15317 (412/345-7962)

For payment of Water & Sewage Bills contact Fox Chapel Authority (412/963-0212)

All self-employed persons whose primary business is in Fox Chapel Borough must pay a \$52 Local Services Tax (LST) for emergency services and road maintenance. Each employer in the Borough, including residents with home occupations, is charged with the duty of deducting the tax from each employee and remitting payment to Keystone Collections Group, 546 Wendell Road, Irwin, PA 15642 (724/978-0300), within thirty days of each calendar quarter ending. Keystone also collects earned income tax (EIT) for the Borough. All tax forms are available online at www.keystonecollects.com. (Borough PSD Code: 710403)