

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

- Requests for lien letters must be received *at least* seven working days in advance of closing. No Lien questions should be directed to Dana Abate at 412/963-1100 x 110 (dabate@fox-chapel.pa.us).
- A test of the existing sewerage system must be completed and defects corrected or alternate security provided prior to the issuance of a no-lien letter. The homeowner must choose a plumber from the Borough’s Plumbers Registration List and have the plumber contact Chuck Smith, Sanitary Sewer Inspector, at the Borough Office (412/963-1100 x 26) to make arrangements for the test. The Borough performs the test in conjunction with a plumber retained by the Seller. The Borough charges a \$350 fee (**the plumber will have a separate fee**) for the test, which must be paid prior to the dye test being scheduled. (Dye Tests are generally valid for one year *unless* the home is changing owners.) **HAVE THE PLUMBER CONTACT THE BOROUGH OFFICE TO SCHEDULE A DYE TEST AS SOON AS POSSIBLE TO AVOID ANY DELAYS IN OBTAINING A NO-LIEN LETTER, ESPECIALLY IF REPAIRS/CORRECTIONS ARE NEEDED. Please see the Borough’s website: www.fox-chapel.pa.us for detailed information regarding what is involved in dye testing procedures.**
- A Wage Tax Questionnaire Form must be completed, signed by the prospective purchasers and returned to the Borough Office. (If this is a refinance request, the Wage Tax Questionnaire Form must be signed by the current homeowner. A Wage Tax Questionnaire Form is required for *every* refinance request, even if the homeowner(s) have recently refinanced.)
- **A forwarding address for the SELLERS *must* be provided.**
- The Borough charges **\$30** for the issuance of a no-lien letter that must be paid prior to the issuance of a no-lien letter.
- Prior to issuing a no-lien letter, an investigation is made to verify that current and prior years’ earned income taxes (EIT) have been paid. It is strongly recommended that you inform the Sellers/Current Owners (and/or Renters) of this procedure to minimize any delay in obtaining a no-lien letter. Any questions, contact Jordan Tax Services (412/345-7962).
- **For refinancing purposes** the Borough only requires: Wage Tax Questionnaire Form completed by homeowner(s), \$30 check payable to the Borough of Fox Chapel, and verification of up-to-date Earned Income Tax payments. (See above.)

Please help save unnecessary phone calls by using the instructions above and by using the checklist requirements provided below. Thank you !!!

- Contacted plumber to schedule dye test with Sanitary Sewer Inspector?*
- Paid \$350 for the dye test?*
- Completed and returned the Wage Tax Questionnaire form?
- Provided seller’s forwarding address below?*
- Paid \$30 for no-lien letter?
- Advised sellers and/or renters to contact Jordan Tax regarding wage tax payments?
- Enclosed a self-addressed stamped envelope?

*(*Not necessary for a refinance)*

APPLICATION FOR A NO-LIEN LETTER

Please read and review the above procedures to ensure a timely response to your no-lien letter request. **This form *must* be used to request a no-lien letter.** Be advised that if *all* of the requirements are not met, a no-lien letter cannot be issued. Type or print information below and **return no-lien application to the Borough of Fox Chapel, 401 Fox Chapel Road, Pittsburgh, PA 15238.**

Name _____

Address of property _____ Lot & Block No. _____

Renter’ Name (if applicable) _____

Seller’s Forward Address (**Not an option, MUST be provided**) _____

Purchaser’s _____ Name _____

Agency _____ or _____ Realtor _____ Requesting _____ No-Lien _____ Letter _____

Address _____ Phone No. _____ FAX No. _____

Contact Person _____ Ext. No. _____ E-Mail Address _____

Closing Date _____

*Contact the Fox Chapel Authority for payment of Water & Sewage bills at 412/963-0212.
All forms & Plumbers Registration List are available on the Borough's website: www.fox-chapel.pa.us*

No Lien/Request Form/No Liens/Word

Revised 8/24/11