

**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.
- 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](http://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. Address: Joint Tax Collection Agency (J.T.C.A.), 3710 Saxonburg Boulevard, Pittsburgh, PA 15238, 412/767-4027.
- **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 J.T.C.A. 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 Jordan Tax Service at 102 Rahway Road, McMurray, PA 15317 (412/345-7962) for Real Estate Tax Questions**  
**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](http://www.fox-chapel.pa.us)**