

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

- No Lien questions should be directed to Dana Abate at 412/850-5020 (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 (412/850-5030) 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 valid for one year *unless* the home is changing owners.) **THE PLUMBER SHOULD 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 dye test procedures.
- A Wage Tax Questionnaire Form must be completed by the prospective Purchaser(s) and returned to the Borough Office. If refinancing, the Wage Tax Questionnaire Form must be completed by current Homeowner(s).
- The Borough charges \$30 for the issuance of a no-lien letter.

Following instructions above and checklist below will help facilitate release of the No-Lien Letter. 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?
- Completed and returned the Rental Unit Registration Form?*
- Completed and returned the Zoning Certificate of Compliance Application?*
- Provided seller’s forwarding address below?*
- Paid \$30 for no-lien letter?
- Enclosed a self-addressed stamped envelope?

(*Not required for a Refinance)

APPLICATION FOR A NO-LIEN LETTER

This form *must* be used to request a no-lien letter. Be advised that *all* requirements must be met before release of the letter. Type or print information below and return the application to the Borough of Fox Chapel, 401 Fox Chapel Road, Pittsburgh, PA 15238.

Current Property Owner(s) Name(s) _____
 Address of property _____ Lot & Block No. _____
 Seller’s Forward Address _____
 Purchaser(s) Name(s) _____
 Agency Requesting No-Lien Letter _____
 Address _____ Phone No. _____ FAX No. _____
 Contact Person _____ Ext. No. _____ E-Mail Address _____
 Closing Date _____

**Contact Jordan Tax Service, 102 Rahway Road, McMurray, PA 15317 for Real Estate Taxes (412/345-7962)
 Contact the Fox Chapel Authority for payment of Water & Sewage bills (412/963-0212)
 All forms & Plumbers Registration List are available on the Borough’s website: www.fox-chapel.pa.us**