

To Whom It May Concern:

Please be advised that all requests for lien letters must be received in this office **at least one (1) week** prior to the day you need the letter, WITH ALL OF THE REQUIRED MATERIALS ENCLOSED.

The following items **MUST** be included with your request:

- Name of current property owner
- Property address
- **Full** lot and block number of property
- Fully completed PROPERTY OWNER CENSUS FORM with buyer(s) information; form must be signed by all buyer(s) and all persons residing in the household **MUST** be listed.
****NOTE ** This form is required on REFINANCED properties also IF there is any change in ownership**
*** THIS COMPLETED FORM MUST BE SENT IN WITH YOUR REQUEST ***
- Check in the amount of **twenty (\$20.00) dollars** for **each** lot and block number
- Buyer(s) name or the word "REFINANCE"
- Closing date on property
- Self-addressed, stamped return envelope
- DYE TESTING: Dye tests are required if the property is serviced by Deer Creek Drainage Basin Authority (DCDBA). Please contact them directly at 724-265-5315 regarding their requirements. If the property is serviced by Township-owned sewers (Fairview, Ottawa Hills, Middle Roads #1 and #2), then a Sanitary Sewer Certification, from an Allegheny County registered plumber, **MUST** be submitted prior to the release of a lien letter. If you are unsure of which sewer district services the property, please call the Township office at 412-767-5333, ext. "322".