

IMPORTANT INFORMATION

(also at http://www.munhallpa.us/closing_settlement_agents)

Information for sale of property in Munhall Borough

(IF this is not a sale and is for refinance or a bank take back/foreclosure this should be indicated in your request and only items marked with ****below would apply. If you use a form letter-at the Buyer Name indicate n/ a refinance or bankforeclosure.)

Submit a letter or form indicating that you want a Lien Letter & Occupancy Permit.

Includ e all of your business contact information. (Name, Address, Phone, Fax & Email)

List the following: ****Seller/Owner Name
****Property Address
****Property ID (Lot &Block)
Buyer Name
Buyer Mailing Address if purchasing as rental property
Closing Date

NOTE: If both a Lien Letter and Occupancy Permit are required they must be requested and paid for at the same time by the same entity. (Settlement Company or Lawyer Office or Owner if private sale)

****\$25.00 Payable to Borough of Munhall for a Borough Lien Letter.

****\$75.00 Payable to Borough of Munhall for an Occupancy Inspection Permit and the inspection has to be set up with Dave Cannon, Code Enforcement Officer 412-464-7319.

The following property related charges are not included in the Borough lien letter

For DYE TEST/CERTIFICATION please contact the Munhall Sanitary Sewer Municipal Authority at 412-464-7373

CURRENT REAL ESTATE TAXES

The fees for this should be made payable & mailed to the Tax Collector and not the Borough

DONNA MERCURI, TAX COLLECTOR

1900 West Street
Munhall, PA 15120
412-464-7315

Liened Municipal Charges:

**DELINQUENT SOLID WASTE/SEWAGE are handled by
DELINQUENT REAL ESTATE TAXES**

LEGAL TAX SERVICE

714 Lebanon Road
West Mifflin, PA 15122
412-464-9555

If you need information about Water or Utilities you will have to contact them.