

Ford City Borough

1000 4th Avenue, Ford City, PA 16226

NO LIEN LETTER APPLICATION

REQUIREMENTS FOR THE ISSUANCE OF A NO-LIEN LETTER

- Requirements for lien letters must be received *at least* seven working days in advance of closing.
- **A forwarding address for the sellers must be provided.**
- The Borough charges a fee of \$20 for the issuance of a no-lien letter for Water, Sewage, and Garbage and any other amounts due. All amounts due must be paid in full.
- A \$20 check payable to Ford City Borough.

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

Provide seller's forwarding address below?
Enclose \$20 fee for no-lien letter?
Provide a self-addressed stamped envelope?

APPLICATION FOR A NO-LIEN LETTER

Please read and review the above procedures to ensure a timely response to you 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. Please type or print information below and **return no-lien application to Ford City Borough, 1000 4th Avenue, Ford City, PA 16226.**

Name _____

Address of Property _____ Lot & Block No. _____

Renter's 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 _____ Fax _____

Contact Person _____ Ext. No. _____ Email _____

Closing Date _____

Upon completion of the sale of the property, please forward the name, address, and phone number of the new owner to the Borough Office at the above address. Also, please notify the new owners that an inspection must be obtained. The information for the inspection may be obtained through the Borough Office. If you have any questions, please contact the Borough Office at 724-763-3081.

Date Application Received _____ (For Borough Use)

Approved 12-12-2011