



**MUNICIPAL CLAIMS LETTER AND TAX CERTIFICATION LETTER
INFORMATION SHEET**

Municipal Claims Letters and Tax Certification Letters state that there are no Municipal claims against a property unless something of record has been found. Prior to issuing Municipal Claims Letters and/or Tax Certification Letters, all accounts with the Municipality will be researched for compliance with Municipal regulations and to verify that payments are up-to-date.

In order to process the request for a Municipal Claims Letter and or Tax Certification Letter the following items must be addressed:

1. EARNED INCOME TAX

Any questions or issues regarding Earned Income Tax must be resolved through Jordan Tax Service before requested documents will be released

2. REAL ESTATE TAX

Amounts current, owed, delinquent or lienied, are reported on the Tax Certification Letter.

3. INSPECTIONS

Any Violations, open permits must be resolved before the Municipal Claims Letter and/or Tax Certification Letter will be released. Questions? Call 412-343-3408

4. PUBLIC WORKS

Dye testing requirements must be resolved through Public Works. Questions? Call 412-343-3403

5. MISCELLANEOUS

Unpaid invoices issued by Mt. Lebanon Municipality and any other charges will be reported on the Claims Letter.

Any unresolved or outstanding issues could delay the processing of the Municipal Claims Letter and/or Tax Certification Letter.

6. FEES

Municipal Claims Letter – \$25.00 (Finance Department)

Tax Certification Letter – \$20.00 (Finance Department)

Dye Test - \$50.00 (Public Works Department)

If you have any questions, please call 412-343-3920 (Finance).

Allow TEN working days for the letters to be issued.

Please Note: All Sewage Lien Letter requests (sewage and/or delinquent or lienied storm water) must be made directly to:

Jordan Tax Service, Inc., 102 Rahway Road, McMurray, PA 15317, 724-731-2351



MT. LEBANON
PENNSYLVANIA

REQUEST FOR MUNICIPAL CLAIMS LETTER AND TAX CERTIFICATION LETTER

Indicate below which letter is being requested:

_____ Municipal Claims Letter – \$25.00

_____ Tax Certification Letter – \$20.00

This property is being (indicate one):

_____ Sold _____ Refinanced _____ Foreclosure

Closing date: _____

Property Address: _____

Owner's name: _____

Lot / Block: _____

Requesting agent: _____

Telephone number: _____

Fax number: _____

Mailing address: _____

Mail request to: Mt. Lebanon, PA

ATTN: Finance Office

710 Washington Road

Pittsburgh, PA 15228

All information must be completed. Incomplete requests and/or requests that do not include payment will be returned. Make checks payable to: Mt. Lebanon, PA. If both letters are requested, one check for \$45.00 will be accepted. Allow **TEN** working days for the letters to be issued.