



APPLICATION FOR BOROUGH LIEN LETTER

The lien letter will not be issued until payment has been received. The \$10 fee is payable by mail with check or money order, or in person at the Borough Building by cash, check, debit, or credit card. **Allow seven (7) days to process.** If the lien letter is needed sooner than seven (7) business days, an additional \$10 rush fee will be charged.

Submission options:

- mail or in person to the Borough Building (3344 Churchview Ave, Pittsburgh, PA 15227)
- fax to 412-882-9743
- scan and email to smatus@baldwinborough.org
- an online fillable version of this form is available at baldwinborough.org

Date: _____

REQUEST FOR LIEN LETTER

REFINANCE

Present Titled Owner (Seller) _____

Address of Property _____

Lot and block/Parcel ID _____

Seller's Forwarding Address & Phone
(MANDATORY) _____

Buyer _____

Buyer's Current Address
(MANDATORY) _____

Requesting Agent _____

Phone _____

Fax _____

Mailing Address _____

Closing Agent _____

Phone _____

Fax _____

Closing Date / Comments _____

Application Form completed by:

Printed Name

Signature