

## **PROCEDURES FOR PURCHASING OR REFINANCING PROPERTY IN AVALON BOROUGH**

**The Borough of Avalon has an Ordinance that states how a sale or refinance of property in Avalon Borough is to be managed.**

**Your request must clearly state whether it is for a sale, refinance, or mortgage search due to different requirements for each process.**

### **FOR SALES:**

- 1. Complete the Tax Certification&/OR Municipal Claim Letter Application and send a check or money order for the correct amount (Tax Certification is \$30 per parcel, Municipal Claim/Lien Letter is \$25.00) to Jordan Tax Service, Lien Letter Dept., 102 Rahway Road, McMurray, PA 15317-3349. Jordan Tax Service collects all current and delinquent property taxes, sewage for Avalon Borough, delinquent garbage fees, as well as any other delinquencies they are holding.**
- 2. Send a check or money order in the amount of \$15.00 along with a lien letter request to Waste Management, Attention RMC Tax Roll Department, 2625 West Grandview Ave, Phoenix, AZ 85032.**
- 3. Send a check or money order in the amount of \$25.00 to Avalon Borough for a Dye Test Permit. The seller or agent hires the plumber to complete the dye test.**
- 4. If a property has not had a dye test within the past six (6) months, a dye test is mandatory. A Dye Test is not necessary when buying/selling/refinancing a condominium.**
- 5. Send a check or money order in the amount of \$55.00 per unit to Avalon Borough for an Occupancy Permit. A Re-Inspection is \$35.00 per unit. The Commercial Property Inspection fee is \$75.00.**
- 6. If the property is used for both residential and commercial, the fees will be separate. For example, the residential fee will be \$55.00 for each unit, and the commercial fee will be an additional \$75.00, for a total of \$130.00.**
- 7. An appointment for the Avalon Borough Building Inspector shall be scheduled at any time after the Occupancy application fee is paid and submitted, and the **dye test paperwork is completed and signed by the plumber**. The inspector is available for inspections on Tuesday and**

Thursday afternoons between 1:00 p.m. and 3:00 p.m. Please call the Borough Administration Office to schedule the inspection after the fees have been paid and dye test(s) have been completed. Other appointments may be scheduled through Building Inspection Underwriters of Pennsylvania, Inc. at 412-766-2565.

8. After the Borough office receives all paper work and the Building Inspector signs off the Occupancy Inspection, a fax will be forwarded to Jordan Tax Service along with all completed documents for municipal claim/lien letters to be released.
9. Jordan Tax Service will release all paper work including their Municipal Claim/Lien Letter to the Settlement Company or to the person/agent requesting the letter. You will receive all paperwork at the same time.

There is a 30-day expiration date on all requests.

### **FOR A REFINANCE:**

1. Complete the **Tax Certification&/OR Municipal Claim Letter Application** and send a check or money order for the correct amount (Tax Certification is \$30 per parcel, Municipal Claim/Lien Letter is \$25.00) to Jordan Tax Service, Lien Letter Dept., 102 Rahway Road, McMurray, PA 15317-3349. Jordan Tax Service collects all current and delinquent property taxes, sewage for Avalon Borough, delinquent garbage fees, as well as any other delinquencies they are holding.
1. Send a check or money order in the amount of \$15.00 along with a lien letter request to Waste Management, Attention RMC Tax Roll Department, 2625 West Grandview Ave, Phoenix, AZ 85032.

**NOTE: REVERSE MORTGAGES, SHERIFF SALES AND FORECLOSURES ARE HANDLED THE SAME AS A REFINANCE.**

### **OUR ORDINANCE #1305:**

There is a \$300.00 fine for closing a sale/refinance without notifying the Borough of Avalon Administration Office within 48 hours prior to the closing date. If a fine is levied, all permit fees will still have to be paid and an inspection done by our inspector.

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If there is money owed or if the statement was paid in full for garbage and recycling fees, it will be pro-rated at the closing. The seller should pay the amount owed, if any, before the closing is completed. The buyer will be

**responsible for the balance unless other arrangements have been made and agreed to by all parties concerned.**

**If you have any questions, please call the Avalon Borough, 412-761-5820 between 8:00 a.m. to 4:00 p.m.**

**Or you can visit our website at [www.boroughofavalon.org](http://www.boroughofavalon.org).**

**Contact Building Inspection Underwriters of Pennsylvania, Inc. for a list of requirements on Commercial Properties: (412) 766-2565. Inspectors: Ron Mulcahy or Keith Coll.**