

## **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. Send a check or money order in the amount of \$30.00 to Avalon Borough Tax Collector, 640 California Avenue, Avalon, Pa. 15202 with a request for tax certificate for the property.**
- 2. Send a check or money order in the amount of \$35.00 to Jordan Tax Service, Lien Letter Dept., 102 Rahway Road, McMurray, PA 15317-3349 with a request for a Municipal Lien Letter for the property. Jordan Tax Service collects all current and delinquent sewage for Avalon Borough, delinquent garbage fees, as well as any other delinquencies they are holding.**
- 3. Send a check or money order in the amount of \$15.00 along with a lien letter request to Waste Management, Attention Christine, 625 Cherrington Parkway, Coraopolis, PA 15108.**
- 4. 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.**
- 5. 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.**
- 6. Send a check or money order in the amount of \$55.00 to Avalon Borough for an Occupancy Permit. This fee is for a one unit or single-family dwelling. If the property has more than one apartment or living space, the fee is \$45.00 per unit. A Re-Inspection is \$35.00 per unit. The Commercial Property fee is \$75.00.**
- 7. 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.**

8. 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 is completed. The inspector is available for inspections on Tuesday and Thursday afternoons between 1:00 p.m. and 3:00 p.m. Other appointments may be scheduled through Building Inspection Underwriters of Pennsylvania, Inc. at 412-766-2565.
9. After the Borough office receives all paper work and the inspection is completed, a fax will be forwarded to Jordan Tax Service along with all completed documents for lien letters to be released.
10. Jordan Tax Service will release all paper work including their Municipal Lien Letter via fax and/or mail to the Settlement Company or to the person/agent requesting the lien letter. You will receive all paperwork at the same time.

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

### **FOR A REFINANCE:**

1. Send a check or money order in the amount of \$30.00 to Avalon Borough Tax Collector, 640 California Avenue, Avalon, Pa. 15202 with a request for tax certificate for the property.
2. Send a check or money order in the amount of \$35.00 to Jordan Tax Service, Lien Letter Dept., 102 Rahway Road, McMurray, PA 15317-3349 with a request for a Municipal Lien Letter for the property. Jordan Tax Service collects all current and delinquent sewage for Avalon Borough, delinquent garbage fees, as well as any other delinquencies they are holding.
3. Once the Borough office receives the Tax Certificates from the Tax Collector, all paperwork will be released to Jordan Tax who will then release via fax and/or mail, their Lien Letter, to the Settlement Company, agent or person requesting and paying for the letter. You will receive all paperwork at the same time.
4. Send a check or money order in the amount of \$15.00 along with a lien letter request to Waste Management, Attention Christine, 625 Cherrington Parkway, Coraopolis, PA 15108.

**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 amount owed, if any, should be paid by the seller up to the day of the closing. The balance will be paid by the buyer 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.**