

PROCEDURE 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 for \$30.00 to Avalon Borough Tax Collector, 640 California Avenue, Avalon, Pa. 15202 with a request for tax certificates for the property.**
- 2. Send a check or money order for \$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.**
- 3. Send a check or money order for \$25.00 to Avalon Borough for a Dye Test Permit. The seller or agent hires the plumber to do the dye test. If a**
- 4. If a property has not had a dye test within the past six 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 for \$45.00 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. Commercial Property fee is \$60.00.**
- 6. If the property is used for both residential and commercial the fees will be separate. For example, residential will be \$45.00 for each unit and the commercial area will be an additional \$60.00.**
- 7. An appointment for the Avalon Building Inspector can be scheduled at any time after the Occupancy application is paid for and submitted and the dye test is done. Our inspector is available on Tuesday and Thursday afternoon between 1:00 p.m. and 3:00 p.m. Other times must be scheduled with the inspector by calling Building Inspection Underwriters of Pa. at 412-766-2565.**

8. After the Borough office receives all paper work and the inspection is complete, we will fax everything to Jordan Tax Service along with our Lien Letter for any past due garbage collection fees, aka - *Solid Waste Removal*. If nothing is owed to the Borough, a *No Lien Letter* will be attached.
9. 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 for \$30.00 to Avalon Borough Tax Collector, 640 California Avenue, Avalon, Pa. 15202 with a request for tax certificates for the property.
2. Send a check or money order for \$35.00 to Jordan Tax Services, Inc., 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 for current and delinquent sewage for Avalon Borough.
3. When the Borough office receives the Tax Certificates from the Tax Collector, we will release them along with our letter regarding past due amounts for garbage fees. (Solid Waste Removal Fees.) Jordan Tax will 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.

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

Contact Building Inspection Underwriters for a list of requirements on Commercial Properties. 412-766-2565. Inspectors: Fred Sapp or Keith Coll.