

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

**Borough Ordinance 1305 sets forth the procedures for managing a sale or refinance of property in Avalon Borough.**

### **FOR A SALE:**

1. A dye test is MANDATORY for all sales unless the property has passed a dye test within twelve (12) months prior to the sale. The seller or his/her agent must hire any plumber certified in Allegheny County to complete the dye test. The plumber must certify that the stormwater is not draining into to the sanitary system AND that the sanitary system is properly connected. Plumbers can contact the Borough Administration Office for information about the location and number of the manhole for any property in the Borough.
  - a. The Dye Test Permit Fee is **\$25.00**. Please send a check or money order to Avalon Borough.
  - b. A dye test is NOT necessary for the sale of a condominium unit.
2. An occupancy inspection must be completed, and a Certificate of Compliance for Occupancy MUST be issued, for all property sales. The occupancy permit application form can be found [here](#). Please contact the Borough Administration Office at 412-761-5820 to schedule the inspection. The Inspector is available on Tuesdays and Wednesdays between 11:00 am and 3:00 pm.
  - a. The Occupancy Permit Fee is **\$75.00/residential unit** and **\$100.00/commercial unit**. This fee includes one follow up inspection, if necessary. The fee for a third and any subsequent inspection is **\$35.00/unit**. Please send a check or money order to Avalon Borough.
  - b. Any property that has mixed use – both commercial and residential units – will be charged separate fees. For example, the occupancy permit fee for a building with one commercial storefront and two residential units will be \$250.00 (\$100.00 for commercial storefront, plus \$75.00 per residential unit).

3. Jordan Tax Service collects all current and delinquent property tax, sewage, and delinquent garbage fees. Complete the Tax Certification and Municipal Claim Letter Application and send a check or money order for the correct amount to Jordan Tax Service, Lien Letter Department, 102 Rahway Road, McMurray, PA 15317-3349.
  - a. The cost for a tax certification is **\$30.00/parcel**; the cost for a Municipal Claim/Lien Letter is **\$35.00/parcel**. Complete the Tax Certification and Municipal Claim Letter Application and send a check or money order for the correct amount to Jordan Tax Service, Lien Letter Department, 102 Rahway Road, McMurray, PA 15317-3349.
  - b. Tax certifications and municipal claim letters WILL NOT be released until Jordan Tax receives confirmation from Avalon Borough that the dye test and occupancy permit requirements have been fulfilled. Please allow 7-10 business days AFTER Jordan Tax has been authorized to release the tax certifications and municipal claim letters to receive the completed documents.
  - c. You will receive all paperwork at the same time.
4. Contact Waste Management to request a lien letter for garbage collection. Complete the Jordan Tax request form and write a check to Waste Management in the amount of **\$15.00**. Please include Customer ID #00023-75035-53002 in the memo section of the check.
  - a. Scan your request and check to [rmctxrl@wm.com](mailto:rmctxrl@wm.com). Mail your check to: PNC Bank C/O Waste Management, PO Box 541008, Los Angeles, CA 90054-1008.
  - b. Waste Management will complete your request and email the results within 48 hours.

**Please note that reverse mortgages, sheriff sales, and foreclosures are subject to the same requirements set forth above! A dye test and occupancy inspection are still required!**

#### **FOR A RE-FINANCE:**

1. A dye test and occupancy inspection are NOT required.

2. Jordan Tax Service collects all current and delinquent property tax, sewage, and delinquent garbage fees. Complete the Tax Certification and Municipal Claim Letter Application and send a check or money order for the correct amount to Jordan Tax Service, Lien Letter Department, 102 Rahway Road, McMurray, PA 15317-3349.
  - a. The cost for a tax certification is **\$30.00 per parcel**; the cost for a Municipal Claim/Lien Letter is **\$35.00 per parcel**. Complete the Tax Certification and Municipal Claim Letter Application and send a check or money order for the correct amount to Jordan Tax Service, Lien Letter Department, 102 Rahway Road, McMurray, PA 15317-3349.
  - b. Please allow 7-10 business days AFTER Jordan Tax has been authorized to release the tax certifications and municipal claim letters to receive the completed documents.
3. Contact Waste Management to request a lien letter for garbage collection. Complete the Jordan Tax request form and write a check to Waste Management in the amount of \$15.00. Please include Customer ID #00023-75035-53002 in the memo section of the check.
  - d. Scan your request and check to [rmctxrl@wm.com](mailto:rmctxrl@wm.com). Mail your check to: PNC Bank C/O Waste Management, PO Box 541008, Los Angeles, CA 90054-1008.
  - e. Waste Management will complete your request and email the results within 48 hours.

**Per Ordinance #1305, a \$300.00 fine may be imposed for closing a sale or re-finance without fulfilling the requirements set forth above. If a fine is levied, the buyer will still be responsible for payment of all permit fees and completing the occupancy inspection requirements.**

**If you have any questions, please call the Avalon Borough Administration Office at (412) 761-5820.**

**All forms are available on the Borough Website, [www.boroughofavalon.org](http://www.boroughofavalon.org)**

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