

REQUEST FOR MUNICIPAL CERTIFICATE

Township of O'Hara

325 Fox Chapel Road

Pittsburgh, PA 15238

Phone: 412-782-1400 Fax: 412-782-4530

Please allow five (5) working days for the processing of your request

Instructions:

1. On November 9, 2010, the Township of O'Hara adopted Ordinance No. 1228, which states that prior to the sale of real estate within the Township of O'Hara and prior to the issuance of a Municipal Certificate (No-Lien Letter), a Sanitary Sewer Document of Certification must be obtained certifying the separation of storm and sanitary sewers.
2. Applicants for a Municipal Certificate for the purpose of a real estate sale must complete an Application for Sanitary Sewer Certification and submit it to the Township at least thirty (30) days prior to the closing.
3. Complete all items below and submit the request form with a check in the amount of \$25 made payable to the Township of O'Hara (\$50 if Certificate is required in less than five (5) working days).
4. An Earned Income Tax Questionnaire must be completed by the BUYER for a property sale or the current owner for a refinance. ***The EIT questionnaire is required prior to the release of the Municipal Certificate.***
5. Since February 15, 2000, sewage billing has been handled by either Fox Chapel Authority (412-963-0212) or Hampton Township Municipal Authority (412-486-4867). This is dictated by the property location.

Check if Sanitary Sewer Certification completed: _____ Date: _____ Check if Septic System: _____

Closing Date: _____ Lenders Name: _____ Check if Refinance: _____

Check if Applicable: Vacant Lot _____ New Construction _____ New Subdivision _____
If New Subdivision, Original Lot and Block # _____ - _____ - _____ - _____

Property Location: _____
Number and Street City Zip Code

Lot and Block Number: _____ - _____ - _____ - _____

Current Property Owner(s): _____

Forwarding Information (Name and Address): _____

New Property Owner(s): _____

Request Submitted by: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Check to pick up Certificate at Township Office: _____

<i>For Township Use Only:</i>	
Amt. Paid:	_____
Amt. Due:	_____
Date Rec.:	_____
Date Due:	_____
EIT Paid:	_____
Verified by:	_____
Sewer Tested:	
Pass	_____ Fail _____
Notes:	_____ _____ _____