

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. Complete all items below and submit this request form with a self-addressed, stamped envelope and a check made payable to the Township of O'Hara in the amount of \$25 (\$50 if required in less than five (5) working days).
2. For owner occupied residential properties an Earned Income Tax Questionnaire must be submitted by the Buyer for a property sale or the Current Owner for a refinance. For residential rental units, the Rental Unit Registration, Inspection and License Application must be submitted (fee not required at this time; Code Enforcement will contact the new owner once the property transfer occurs). ***The EIT Questionnaire or Rental Unit Registration form is required prior to the release of the Municipal Certificate.***
3. Township Code Chapter 358 Article V 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. 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.
4. Since February 15, 2000, sewage billing/collection has been handled by either Fox Chapel Authority (412-963-0212) or Hampton Shaler Water Authority (412-486-4867) depending on the property location. Information on current/delinquent charges is available from them.
5. Township Code Chapter 385 Part 2 Article XI establishes a fee for stormwater management. This fee is billed/collected by Jordan Tax Service (412-345-7962). Information on current and delinquent charges is available from them.

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: _____

For Township Use Only:

Amt. Paid: _____

Amt. Due: _____

Date Rec.: _____

Date Due: _____

EIT Paid: _____

Verified by: _____

Sewer Tested:

Pass _____ Fail _____

Notes: _____

