



**MUNICIPAL CLAIMS LETTER AND TAX CERTIFICATION LETTER  
INFORMATION SHEET**

Municipal Claims Letters and Tax Certification Letters state that there are no Municipal liens or claims against a property unless something of record has been found. Prior to issuing Municipal Claims Letters and/or Tax Certification Letters, all accounts with the Municipality will be researched for compliance with Municipal regulations and to verify that payments are up-to-date. A Municipal Claims Letter and/or Tax Certification Letter will not be issued until the property owners have complied with the information and/or payment requests of the Municipality.

In order to process the request for a Municipal Claims Letter and or Tax Certification Letter the following items must be addressed:

**1. EARNED INCOME TAX**

Quarterly tax payments must be made through the date of closing.

An audit will be conducted on the tax account (s).

All discrepancies and delinquencies must be paid in full at the Tax Office.

All confidential information with regard to tax matters, including documentation and payments, must be submitted directly to the Tax Office.

**2. REAL ESTATE TAX**

Amounts current, owed, delinquent or liened, are reported on the Tax Certification Letter.

**3. INSPECTIONS**

Any Violations, open permits and dye testing requirements must be resolved before the Municipal Claims Letter and/or Tax Certification Letter will be released.

**4. MISCELLANEOUS**

Unpaid invoices issued by Mt. Lebanon Municipality and any other charges will be reported on the Claims Letter.

**Any unresolved or outstanding issues could delay the processing of the Municipal Claims Letter and/or Tax Certification Letter.**

**5. FEES**

Municipal Claims Letter – \$25.00 (Finance Department)

Tax Certification Letter – \$20.00 (Finance Department)

Dye Test - \$50.00 (Inspection Department)

If you have any questions, please call 412-343-3920 (Finance) or 412-343-3408 (Inspections)

***Allow TEN working days for the letters to be issued.***

***Please Note: Sewage Lien Letter requests must be made directly to  
Jordan Tax Service, Inc., 102 Rahway Road, McMurray, PA 15317, 724-731-2351***



**MT. LEBANON  
PENNSYLVANIA**

**REQUEST FOR MUNICIPAL CLAIMS LETTER AND TAX CERTIFICATION LETTER**

Indicate below which letter is being requested:

\_\_\_\_\_ Municipal Claims Letter – \$25.00

\_\_\_\_\_ Tax Certification Letter – \$20.00

This property is being (indicate one):

\_\_\_\_\_ Sold          \_\_\_\_\_ Refinanced          \_\_\_\_\_ Foreclosure

Closing date: \_\_\_\_\_

Property Address: \_\_\_\_\_

Owner's name: \_\_\_\_\_

Lot / Block: \_\_\_\_\_

Property owner's telephone number: \_\_\_\_\_

Requesting agent: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Mailing address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Mail request to: Mt. Lebanon, PA

ATTN: Finance Office

710 Washington Road

Pittsburgh, PA 15228

All information must be completed. Incomplete requests and/or requests that do not include payment will be returned. Make checks payable to: Mt. Lebanon, PA. If both letters are requested, one check for \$45.00 will be accepted. Allow **TEN** working days for the letters to be issued.