Municipal Claims Letters and Tax Certification Letters state that there are no Municipal 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.

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**
   Any questions or issues regarding Earned Income Tax must be resolved through Jordan Tax Service before requested documents will be released.

2. **REAL ESTATE TAX**
   Amounts current, owed, delinquent or liened, are reported on the Tax Certification Letter.

3. **INSPECTIONS**
   Any Violations, open permits must be resolved before the Municipal Claims Letter and/or Tax Certification Letter will be released. Questions? Call 412-343-3408

4. **PUBLIC WORKS**
   Dye testing requirements must be resolved through Public Works. Questions? Call 412-343-3403

5. **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.**

6. **FEES**
   Municipal Claims Letter – $25.00 (Finance Department)
   Tax Certification Letter – $20.00 (Finance Department)
   Dye Test - $50.00 (Public Works Department)

   If you have any questions, please call 412-343-3920 (Finance).

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

*Please Note: All Sewage Lien Letter requests (sewage and/or delinquent or liened storm water) must be made directly to:*

*Jordan Tax Service, Inc., 102 Rahway Road, McMurray, PA 15317, 724-731-2351*
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: ______________________________________________________________

Requesting agent: ______________________________________________________

Telephone number: ______________________________________________________

Fax 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.

Request form – claims