

BOROUGH OF INDIANA UTILITIES DEPARTMENT

80 North 8th Street, Indiana PA 15701

(724) 465-6691

contact-us@indianaboro.com



NO LIEN LETTER REQUEST

A no lien letter is required at the closing or settlement process for all properties located within the Borough of Indiana's sewer service area. The letter provides information about the property that includes any amounts billed and owing, notification of liens held against the property, and instruction on how to pro-rate any incurred, but unbilled charges through the date of the sale. The Borough does not close accounts and finalize billings with the current owner, but instead places the existing account directly into the new owner's name. Therefore the account remains with the property before, during and after the transfer of ownership, which is in part why a no lien letter is so important to obtain. All properties that are, or will be, for sale, transfer, mortgage*, or refinancing* are required to schedule a Realty Transfer I & I Inspection. Please reference www.indianaboro.com for further detail regarding the Realty Transfer 1&1 Inspection program or contact the office at (724) 465-6691.

DATE REQUESTED: _____

For Borough Use Only: Date Received: _____

REQUESTING GROUP INFORMATION:

of EDUs: _____ Date Processed: _____

Group Name: _____

Mailing Address:

File Number: _____

Contact Name: _____

Phone Number: _____

RETURN METHOD (check one):

BY Fax: If so, Fax Number: _____

By Email: If so, Email Address Number: _____

By Mail: If so, Address if Different than Above and Include a Self-Addressed Stamped Envelope: _____

PROPERTY INFORMATION:

Owner Name(s): _____

Property Address:

Map/Parcel Number: _____

Utilities Account Number: _____

TRANSACTION TYPE AND PAYMENT:

Sale: Yes No Refinancing: Yes No *If Yes, Refinancing for Home Improvements: Yes No*

Buyer Name(s): _____ ANTICIPATED CLOSING DATE: _____

A non-refundable no lien letter processing fee of \$20.00 has been enclosed, payable to Borough of Indiana

**If for the purpose of acquiring title to, or improving, modifying, repairing which requires a building permit under the UCC.*