

# MUNICIPAL CLAIM LETTERS

**Municipal Claim letters** are **always** required when property is being transferred or when a refinance of property is taking place.

Municipal Claim Letter- \$20.00

Municipal Claim Letter will be sent out 3-5 business days after receiving all required documents (including dye tests & occupancy permits).

1 day rush- Additional \$10.00

2 days – Additional \$5.00

Send a SASE- we do not overnight

Make check payable to The Borough of Dormont.

You must also contact Jordan Tax Service for sewage & garbage lien letters.

## **Dye Tests:**

Dye tests are required with a purchase, not a refinance.

The title company or property owner may obtain their own plumber.

The dye test form needs to be completed by plumber; do not send in a form that is not complete, we do not complete your forms at the borough.

The Sanitary Sewer Certification will be completed when the dye test form is received and the property has passed.

Cost: \$25.00 - payable to The Borough of Dormont (**can be included in check amount for municipal claim**)

The Borough's dye test form can be picked up at the Borough office 8:30-4:30. Or can be found on the Borough website under online documents.

## **Occupancy Permits:**

Occupancy Permits are required when a sale of property is taking place for a multi-family dwelling.

2 units- \$100.00

3 or more units- \$200.00

Commercial & mixed use - \$300.00

Checks payable to The Borough of Dormont- (separate check) Send SASE

Occupancy Permit will be issued after inspection of the property.

If you have any questions feel free to call Vickie McGurk - 412-561-8900