



## Municipality of Penn Hills

102 Duff Road, Penn Hills, PA 15235

412-342-1086

[www.pennhills.org](http://www.pennhills.org)



### **LIEN LETTER POLICY FOR OCCUPANCY PERMITS**

Prior to a final Occupancy Inspection by the Code Enforcement Department, the following documentation must be obtained, and proof of any payments made for any delinquencies or claims must be provided to Code Enforcement:

1. Make written request and pay the Lien Letter Fee of \$15.00 to:

Municipality of Penn Hills

Attention: Finance Dept. -Lien Letter

102 Duff Road

Pittsburgh, PA 15235

412-342-0365

2. Banks/Settlement Companies make a written request and pay the Lien Letter Fee of \$25.00 to:

Portnoff Law Associates, Ltd.

2700 Horizon Drive, Suite 100

King of Prussia, PA 19406

866-211-9466

**Property owners can call 1-866-211-9466 and ask for a payoff statement free of charge.**



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### **Municipal No Lien Letter Form**

The cost of Municipal No Lien Letters is \$15.00 per Lot & Block or per Parcel. Payment is due at the time of your request in the form of Check or Money Order only. Cash payments will be accepted in the office only.

**Processing time for all Municipal No Lien Letters is 7 to 10 days.**

**The Municipality of Penn Hills does not Fax or E-mail Municipal No Lien Letters.** All Municipal No Lien Letters are returned to you via U S Mail unless a prepaid FED-X Label is submitted at the time of request. Please note that UPS only make deliveries to the Municipality of Penn Hills. If you submit a Pre-Paid UPS Label your request will sit idle until the next time UPS makes a delivery to the Municipality.

When submitting your Municipal No Lien Letter request it is very important to keep in mind your closing date so that you will have your letter in time for your closing.

Please mail your request and payment(s) to:  
Municipality of Penn Hills  
Attention Finance Department  
102 Duff Road  
Pittsburgh PA 15235

If there are any questions, please call 412-342-0365

**REQUEST FOR LIEN LETTER**

DATE \_\_\_\_\_

OWNER \_\_\_\_\_

ADDRESS \_\_\_\_\_

LOT & BLOCK \_\_\_\_\_

REQUESTED BY \_\_\_\_\_ (Please Print)

ADDRESS \_\_\_\_\_

CITY, STATE, & ZIP CODE \_\_\_\_\_

PHONE NO. \_\_\_\_\_

FINANCE DEPT. USE ONLY

LIENS _____	ADOBE LOT NO. _____
VIOLATIONS _____	PLAN NAME _____
PREV O. _____	PER: CARD <input type="checkbox"/>
PROTHONOTARY _____	LETTER <input type="checkbox"/>
	(if letter yr) _____