



**PROPERTY TRANSFER (SALE) AND/OR REFINANCE REQUIREMENTS**

**Please provide the following information in the Municipal/Sewage Lien Letter request  
(or use a Borough Request Form)**

1. Current name of Owner
2. Address with Lot and Block Number
3. Buyer's Name
4. Date of Anticipated Closing
5. State "Sale or Refinance"
6. Name, address, phone number and email address of requestor.
7. A Dye Test is not required for Shannon Heights Condominiums, Grenadier Condominiums and Ellison Place or Refinances.

<b>REQUIREMENT:</b>	<b>FEE:</b>	<b>MAIL REQUEST AND MAKE CHECK PAYABLE TO:</b>
Municipal /Sewage Lien Letter	\$25.00	Jordan Tax Service 102 Rahway Road McMurray, PA 15317 724-731-2300 or 412-835-5243
Three-Year Tax Certification	\$30	Castle Shannon Borough Planning & Codes 3310 McRoberts Road Pittsburgh, PA 15234 412-885-9200 ext. 105
Occupancy Permit Inspection	\$50/Residential and \$100/Commercial per unit	
Dye Test	\$100/Residential and \$200/Commercial	

**Tax Certification and Occupancy Permit payments can be combined into one check; Dye Test check must be separate. Occupancy checks will not be deposited until the inspection is performed.**

- ✓ Municipal/Sewage Lien Letters are always required when a property is transferred or refinanced. **All requirements must be met before the Lien Letter is released.**
- ✓ Occupancy Permit Inspection fee includes **one** re-inspection. Additional Occupancy re-inspection fee will be \$50/residential and \$100/commercial
- ✓ Occupancy Inspection must be performed by the Borough Code Enforcement Officer. **Call 412-885-9200 ext. 105 for an appointment**
- ✓ Dye Test fee includes **one** re-inspection. Additional Dye Test re-inspection fee will be \$100/residential and \$200/commercial
- ✓ **Refinances** require a Municipal/Sewage Lien Letter and Tax Certification **only**

Castle Shannon Public Works will perform the Dye Test once the request and fee is received in our office; no appointment is necessary. Dye Tests are good for one year. **Occupancy Permit will not be issued until the property is brought up to compliance.**

Jordan Tax Service is also responsible for providing the **Delinquent Real Estate Tax Certifications**. Certification charge is \$10 per Year per Block/Lot per Tax Type.

**Delinquent Keystone Oaks School District Taxes** are handled through MBM Collections – 412-242-9615.

An Occupancy Inspection must be performed by the Codes Enforcement Officer. The Borough representative must be able to gain entry to the property for the inspection. Call 412-885-9200, ext. 105 for an appointment.

These are some of the most common violations:

1. Electrical inspection sticker on the electric box within the last five years.
2. Smoke detectors with operating batteries--one is required on each floor & in each bedroom.
3. Windows must open and close.
4. Railing on stairs.
5. Switches and receptacles must have plates.
6. Wiring.
7. GFI plugs where required (within six (6) feet of water).
8. All bathrooms & toilet areas must have a window that opens to the outside or an exhaust fan.
9. General condition of the entire structure and grounds surrounding the structure.
10. Habitable living conditions, etc.
11. Twenty-minute fire-rated door between residence and garage.
12. Fire extinguisher in or near the kitchen.
13. Under Act 121 you must install a Carbon Monoxide detector.
14. Violation of any other Borough Code