

# Municipal Lien Letter Requests:

## **Purchase Transaction:**

To obtain a Municipal Lien Letter for a Purchase Transaction, please send a check payable to Jefferson Township, in the amount of \$20.00 per parcel, to the address of Jefferson Township, 670 Cedar Grove Road, Burgettstown, PA 15021, along with your request for the Municipal Lien Letter. The request should include an email address where the Municipal Lien Letter can be electronically sent out, and/or a self-addressed, stamped, envelope, if you would like the original sent in the mail. Please note that Jefferson Township has a Dye Test Ordinance that must be satisfied, in order to release the Municipal Lien Letter for a Purchase Transaction.

## **Refinance Transaction:**

To Obtain a Municipal Lien Letter for a refinance transaction, please send a check payable to Jefferson Township, in the amount of \$20.00 per parcel, to the address of Jefferson Township, 670 Cedar Grove Road, Burgettstown, PA 15021, along with your request for the Municipal Lien Letter. The request should include the email address where the Municipal Lien Letter can be electronically sent, and/or a self-addressed, stamped, envelope, if you would like the original sent in the mail.

Please contact the Township Secretary if you have any questions concerning the process, or the status of a previously ordered Municipal Lien Letter.