



# Borough of Pitcairn

609 BROADWAY BLVD  
PITCAIRN, PA  
15140-1298  
Phone: 412-372-6500  
Fax: 412-373-1464

## Lien Letter Request Form

**All Information MUST Be Printed.**

**Dye Tests Are NOT Required.**

**Regular Lien Letters:** (Closing date more than 5 business days): \$30 per  
**Rush Lien Letters:** Meter (Closing date less than 5 business days): \$50 per

How many electric Meters? \_\_\_\_\_ If you do not know, Call Pitcairn Borough. Payment Due:\$ \_\_\_\_\_

**Please enclose a check payable to Pitcairn Borough and mail to: 609 Broadway Blvd, Pitcairn, PA 15140**

*Once the Lien Letter is completed, an email or fax will be sent to the Requesting Agency.  
If you require an **original mailed**, a self-addressed stamped envelope **MUST** be enclosed.*

**NOTE: DELINQUENT AND CURRENT SEWAGE MUST BE CLEARED THOUGH WILKINSBURG PENN JOINT WATER AUTHORITY**

Request for: (Please ✓)  Sale/Property Transfer  Refinance

**CLOSING DATE IS REQUIRED:** \_\_\_\_\_  
(Pitcairn Borough **MUST** be contacted if Closing Date Changes)

Property Address: \_\_\_\_\_

Allegheny County Parcel Number: \_\_\_\_\_

Rental Property? (Please ✓)  Yes  No Is Land Vacant? (Please ✓)  Yes  No

Seller/Current Owner Name: \_\_\_\_\_

Seller/Current Owner Address: \_\_\_\_\_

Seller Forwarding Address: \_\_\_\_\_

**\*Sale of Property** (The Information below, **MUST** be filled out Completely)

Buyer's Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Buyer's Address \_\_\_\_\_

**\*If the Buyer is a Bank/LLC/Business:** (The Information below, **MUST** be filled out Completely)

Bank/LLC/Business Name: \_\_\_\_\_

Contact Person's Name: \_\_\_\_\_ Phone# \_\_\_\_\_

Address: \_\_\_\_\_

**\*Requesting Agency:** \_\_\_\_\_ **Contact Person:** \_\_\_\_\_

Contact Address: \_\_\_\_\_

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

Email Address: \_\_\_\_\_

**\*\*\*Real Estate Tax Lien letter\*\*\***

Use this form and submit separately to Sally DiRobbio, Pitcairn Borough Property Tax Collector, 575 Seventh Street, Pitcairn, PA 15140. A \$20 Check payable to Sally DiRobbio and a self-addressed stamped envelope is required to process a tax certification and mail it; a tax certification can also be emailed. Phone 412-372-3009