

## **PROCEDURE FOR PURCHASING OR REFINANCING PROPERTY IN AVALON BOROUGH**

The Borough of Avalon has an Ordinance that states how a sale or refinance of property in Avalon Borough is to be managed.

Your request must clearly state whether it is for a sale, refinance or mortgage search, due to different requirements for each process:

### **FOR SALES:**

1. Send a check or money order for \$30.00 to Inez Stauffer, Tax Collector, 640 California Avenue, Avalon, Pa. 15202 with a request for tax certificates for the property.
2. Send a check or money order for \$35.00 to Jordan Tax Service, Lien Letter Dept., 102 Rahway Road, McMurray, Pa. 15317-3349 with a request for a Municipal Lien Letter for the property. Jordan Tax Service collects all current and delinquent sewage for Avalon Borough.
3. Send a check or money order for \$25.00 to Avalon Borough for a Dye Test Permit. The seller or agent hires the plumber to do the dye test. If a property has not had a dye test within the past six months, a dye test is mandatory. A Dye Test is not necessary when buying/selling a condominium.
4. Send a check or money order for \$45.00 to Avalon Borough for an Occupancy Permit. This fee is for a one unit or single family dwelling. If the property has more than one apartment or living space, the fee is \$45.00 per unit. Commercial Property fee is \$60.00.
5. If the property is used for both residential and commercial the fees will be separate. For example, residential will be \$45.00 for each unit and the commercial area will be an additional \$60.00.
6. An appointment for the Avalon Building Inspector can be scheduled at any time after the Occupancy application is paid for and submitted and the dye test is done. Our inspector is available on Tuesday and Thursday afternoon between 1:00 p.m. and 3:00 p.m. Other times must be scheduled with the inspector by calling Building Inspection Underwriters of Pa. at 412-761-2565.
7. After the Borough office receives all paper work and the inspection is complete, we will fax everything to Jordan Tax Service along with our Lien Letter for any past due garbage collection fees, aka - *Solid Waste Removal*. If nothing is owed to the Borough, a *No Lien Letter* will be attached.

8. Jordan Tax Service will release all paper work including their Municipal Lien Letter via fax and/or mail to the Settlement Company or to the person/agent requesting the lien letter. You will receive all paperwork at the same time.

There is a 30 day expiration date on all requests.

### **FOR A REFINANCE:**

1. Send a check or money order for \$30.00 to Inez Stauffer, Tax Collector, 640 California Avenue, Avalon, Pa. 15202 with a request for tax certificates for the property.
2. Send a check or money order for \$35.00 to Jordan Tax Services, Inc., Lien Letter Dept., 102 Rahway Road, McMurray Pa. 15317-3349 with a request for a Municipal Lien Letter for the property. Jordan Tax Service collects for current and delinquent sewage for Avalon Borough.
3. When the Borough office receives the Tax Certificates from the Tax Collector, we will release them along with our letter regarding past due amounts for garbage fees. (Solid Waste Removal Fees.) Jordan Tax will release via fax and/or mail, their Lien Letter, to the Settlement Company, agent or person requesting and paying for the letter.

**NOTE: REVERSE MORTGAGES ARE HANDLED THE SAME AS REFINANCE. SHERIFF SALES AND FORECLOSURES ARE ALSO HANDLED THE SAME AS A REFINANCE.**

### **OUR ORDINANCE #1305:**

There is a \$300.00 fine for closing a sale/refinance without notifying the Borough of Avalon Administration Office within 48 hours prior to the closing date. If a fine is levied, all permit fees will still have to be paid and an inspection done by our inspector.

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If there is money owed or if the statement was paid in full, for garbage and recycling fees, it will be pro-rated at the closing. The amount owed, if any, should be paid by the seller up to the day of the closing. The balance will be paid by the buyer unless other arrangements have been made and agreed to by all parties concerned.

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If you have any questions, please call the Avalon Borough, 412-761-5820 between 8:00 a.m. to 4:00 p.m.

Contact Building Inspection Underwriters for a list of requirements on Commercial Properties. 412-766-2565. Inspectors: Fred Sapp or Keith Coll

# WELCOME TO AVALON

## UTILITIES AND OTHER INFORMATION FOR AVALON BOROUGH

- BOROUGH OFFICE=** 412-761-5820  
640 CALIFORNIA AVENUE
- AVALON TAX OFFICE =** 412-761-3452  
640 CALIFORNIA AVENUE
- ELECTRIC = DUQUESNE LIGHT COMPANY** 412-393-6177  
PITTSBURGH, PA
- GAS = COMUMBIA GAS CO.** 1-888-460-4332  
PITTSBURGH, PA
- WATER = WEST VIEW WATER CO.** 412-931-3292  
210 PERRY HIGHWAY, WEST VIEW PA.
- SEWAGE – BILLED THRU JORDAN TAX SVC** 724-731-2322  
102 RAHWAY ROAD, MCMURRAY PA
- SCHOOL DISTRICT = NORTHGATE** 412-732-3300
- GARBAGE= WASTE MANAGEMENT –** CALL BORO OFFICE
- RECYCLING BINS AVAILABLE AT BORO OFFICE @ \$10.00 each**
- COUNCIL MEETINGS – 3<sup>RD</sup> TUESDAY EVERY MONTH @ 7:30 pm**  
640 CALIFORNIA AVENUE, COUNCIL CHAMBERS
- LOCAL NEWSPAPER = THE CITIZEN** 412-766-6679  
525 MAPLE WAY, BELLEVUE PA – SUBSCRIPTIONS AVAILABLE
- SWIMMING POOL PASSES AVAILABLE AT BORO OFFICE**



Return to  
Avalon Borough

# Borough of Avalon

FAX: 412-761-5953

640 CALIFORNIA AVENUE  
AVALON, PA 15202 - 2499  
PHONE: 761-5820

## U & O INSPECTION APPLICATION

Application For:  Residential U & O Inspection      Fee \$ 45<sup>00</sup> / per unit  
 Commercial U & O Inspection      Fee \$ 60<sup>00</sup>

Date of Application: \_\_\_\_\_ Application # \_\_\_\_\_

Receipt # \_\_\_\_\_

Location: \_\_\_\_\_ Zoning District \_\_\_\_\_

Type of Construction \_\_\_\_\_ Height in Stories \_\_\_\_\_

### Owner:

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

### Buyer/ Agent

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Settlement date: \_\_\_\_\_

Comments:

\_\_\_\_\_  
\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Do not write in this area:

Initial inspection: Pass / Fail	
If required, date of second inspection _____	
Inspector _____	Date _____

INSPECTION FOR SANITARY SEWER CERTIFICATION

*Give to  
Plumber,  
Plumber Return  
to BORO*

**Borough of Avalon**

\$25.00 application fee

640 CALIFORNIA AVENUE  
AVALON, PA 15202 - 2499  
PHONE: 761-5820

To be completed by applicant:

Current Owner: \_\_\_\_\_ Plumbing Testing Firm: \_\_\_\_\_

Address: \_\_\_\_\_ Name of Plumber: \_\_\_\_\_

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

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

Type of Test: smoke \_\_\_\_\_ dye \_\_\_\_\_ HP Registration # \_\_\_\_\_

	Satisfactory	Violation
Downspouts and Roof Leaders	_____	_____
Area drains receiving storm or surface water (driveway drains, apparent illegal French drain connection, etc.)	_____	_____
Fresh air vent ( must be of such a height and location as to prevent entry of storm or surface water)	_____	_____
House lateral	_____	_____
Manhole # Observed	_____	_____

Explain below the location and circumstances of any violation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

All corrections must be observed by the Borough Inspector prior to covering.

I hereby certify that this property has been tested for stormwater infiltration and inflow to the sanitary sewer under the terms of Ordinance # 1246 and no violations or malfunctions are known to exist.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
(print) ( plumber)

Approved: \_\_\_\_\_ Rejected: \_\_\_\_\_ Borough Inspector: \_\_\_\_\_ date: \_\_\_\_\_

\*\*\* Rainwater from a driveway to a grate at the bottom of the driveway does not have to have a sump pump.

The Borough is waiving that small amount of water to the sewers.

RETURN TO AVALON BOROUGH AFTER COMPLETION BY PLUMBER  
FAX # 412-761-5953

NOTE: WATER CANNOT DRAIN AGAINST YOUR STRUCTURE OR DRAIN ONTO NEIGHBORS PROPERTY OR BOROUGH SIDEWALK, BUT CAN DRAIN INTO STREET.

**NOTARIZED LETTER OF INTENT TO REMEDY  
FOR \_\_\_\_\_ (AVALON BOROUGH)**

To Whom It May Concern:

The property at \_\_\_\_\_ in Avalon Borough was inspected on \_\_\_\_\_ in order to obtain a Certificate of Occupancy for closing. At that time, a number of items failed the inspection. These items are listed below along with my intended remedy for correction that will take place over the next few weeks/months as permitted by the Borough Inspector.

Once all repairs/remedies have been applied to property, I will request a second inspection. If repairs are not completed on the specified date, I will request an extension.

SIGNATURE OF PROPERTY OWNER: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTARY PUBLIC SEAL:**

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY'S SIGNATURE

NOTARY PUBLIC IN AND FOR THE COUNTY OF \_\_\_\_\_ AND THE STATE \_\_\_\_\_

**THE INSPECTOR FOR AVALON BOROUGH WILL  
CHECK THE FOLLOWING IN EACH HOME AND  
DWELLING UNIT:**

### **HOME INSPECTIONS**

- 1. Fire extinguisher in kitchen**
- 2. Smoke detector on each floor**
- 3. Smoke detector in each bedroom**
- 4. Smoke detector in upstairs hallway**
- 5. Handrail on all steps**
- 6. Windows must open & stay open on their own**
- 7. Windows cannot be painted or nailed shut**
- 8. Electric cable/wires must not be frayed**
- 9. No open spaces in breaker box**
- 10. No broken cement on steps or sidewalks**
- 11. GFI plugs in kitchen & bathroom**
- 12. Utilities must be on – gas, electric, water**

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a list of requirements on Commercial Properties.  
412-766-2565 Inspectors Fred Sapp or Keith Coll*