

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 Ed Klicker, Avalon Borough Tax Collector, and 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**
- 4. 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/refinancing a condominium.**
- 5. 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.**
- 6. 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.**
- 7. 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 412-766-2565.**

8. 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.
9. 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 Avalon Borough 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. You will receive all paperwork at the same time.

NOTE: REVERSE MORTGAGES ARE HANDLED THE SAME AS A 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.

.....
 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.

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

Or you can visit our website at www.boroughofavalon.org.

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

USE THIS LETTER IF PROPERTY IS BEING SOLD "AS IS."

**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 _____

**INSPECTIONS FOR SANITARY SEWER CERTIFICATION
GIVE TO PLUMBER, PLUMBER RETURNS FORM TO BOROUGH**

Borough of Avalon

\$25.00 Application Fee

*640 California Avenue
Avalon Pa. 15202-2499
412-761-5820
fax 412-761-5953*

To be completed by applicant/plumber

Current Owner: _____ Plumbing Testing Firm: _____

Address: _____ Name of Plumber: _____

_____ Address of Plumber _____

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 drains and connections, 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 storm water 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.**

NOTE: WATER CANNOT DRAIN AGAINST YOUR STRUCTURE OR DRAIN ONTO NEIGHBOR'S PROPERTY, BUT CAN DRAIN INTO THE STREET.

Borough of Avalon

640 California Avenue
Avalon, PA 15202-2499
Phone: 412-761-5820
Fax: 412-761-5953

U & O INSPECTION APPLICATION

APPLICATION FOR: RESIDENTIAL U & O INSPECTON \$ 45.00 PER UNIT
 COMMERCIAL U & O INSPECTION \$ 60.00

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: _____

SIGNATURE OF APPLICANT _____ DATE _____

Do not write in this area:

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

**WELCOME TO AVALON
UTILITIES AND OTHER INFORMATION FOR
AVALON BOROUGH**

BOROUGH OFFICE= 640 CALIFORNIA AVENUE	412-761-5820
AVALON TAX OFFICE = 640 CALIFORNIA AVENUE	412-761-3452
ELECTRIC = DUQUESNE LIGHT COMPANY PITTSBURGH, PA START & STOP SERVICE	Emergency Duq. 412-393-6000 1-888-393-7100
GAS = COLUMBIA GAS CO. PITTSBURGH, PA	1-888-460-4332
WATER = WEST VIEW WATER CO. 210 PERRY HIGHWAY, WEST VIEW PA.	412-931-3292
SEWAGE – BILLED THRU JORDAN TAX SVC 102 RAHWAY ROAD, MCMURRAY PA	724-731-2322
SCHOOL DISTRICT = NORTHGATE	412-732-3300
GARBAGE= WASTE MANAGEMENT –	CALL BORO OFFICE
RECYCLING BINS AVAILABLE AT BORO OFFICE	\$10.00
COUNCIL MEETINGS – 3RD TUESDAY EVERY MONTH 640 CALIFORNIA AVENUE, COUNCIL CHAMBERS	
LOCAL NEWSPAPER = THE CITIZEN 525 CITIZEN WAY, BELLEVUE PA – SUBSCRIPTIONS AVAILABLE	412-766-6679
CABLE – COMCAST	1-800-266-2278
SWIMMING POOL PASSES AVAILABLE AT BORO OFFICE	

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

HOME INSPECTIONS

- 1. Unsafe Structure**
- 2. Sidewalks & Driveways**
- 3. Swimming Pools**
- 4. Protective Treatment**
- 5. Structural member**
- 6. Foundation walls**
- 7. Basic Condition of Property**
- 8. Roofs & Drainage**
- 9. Stairways, Decks, Porches and Balconies**
- 10. Handrails and Guards**
- 11. Usable Windows & Screen (must open/close easily)**
- 12. Stairs and Walking Surfaces**
- 13. Infestation (insects and rodents)**
- 14. Bathrooms and Toilet Room**
- 15. Electrical System Hazard**
- 16. Service Entrance**
- 17. GFIC**
- 18. Smoke Detectors**

**Contact Building Inspection Underwriters for a list for Commercial Properties at
412-766-2565. The inspectors for Avalon are Fred Sapp and Keith Coll.**