

# BOROUGH OF TURTLE CREEK

125 MONROEVILLE AVENUE, TURTLE CREEK, PENNSYLVANIA 15145-1898

Phone: (412) 824-2500 Fax: (412) 824-1642

**NICK BIANCHI**  
Council President

**ADAM R. FORGIE**  
Mayor

August 17, 2023

## CHANGE IN NO LIEN LETTER PROCESS

To Whom It May Concern,

Do to a closing company claiming to our inspector that they received the No Lien Letter so they thought the process was complete and closed even though the property failed, the Borough is changing our process in obtaining a Municipal No Lien Letter, starting September 1, 2023.

The cost is still \$30.00 per parcel.

No Lien Letters will only be processed if the following are submitted with the request:

Certificate of Occupancy (Ord. 1145)

Copy of the Affidavit submitted to TCVCOG

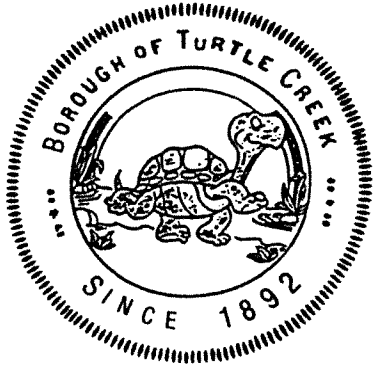
Occupancy Permit (Occupant permit)(Ord. 1069)

If property is more than one unit List of Tenants is required.

If the Borough receives the request without the above it will be mailed back.

If the property is a refinance it must state it on the request. The inspection is only for sales of property.

Borough Office



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Date: \_\_\_\_\_

Name: \_\_\_\_\_

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

I HAVE BEEN ADVISED THAT AN OCCUPANCY PERMIT (OCCUPANT PERMIT)(ORD. 1069) IS  
REQUIRED BY THE BOROUGH BEFORE I RENT OUT THE PROPERTY I OWN.

\_\_\_\_\_  
Signature of owner

\_\_\_\_\_  
Print name of owner