

Information Regarding No-Lien Requests

1. We DO NOT accept any no-lien request by fax or email. Please give yourself an adequate amount of time to submit the request so you will receive it back by the closing date.
2. There is a charge of \$30.00 per no-lien request. This means that if you have more than one address (and account) or the property has both water and sewage with The Authority the charge will be \$30.00 for each. Please call the office if you would like to confirm to avoid delay in processing your lien request.
3. Please include on the request if the property is being sold or refinanced.
4. It is important that you provide as much information as possible on the property address and owner names. A street name or tax map number should be provided.
5. If there has been a 911 address change please provide the OLD address as this may help in processing your request.
6. If the property has a sewage account, a Dye Test is also required. A Dye Test is \$250.00. Your lien requests will not be completed until the Dye Test has been completed and has passed. Dye test application can be found under the Sewer tab.
7. Our lien letter will give you an ESTIMATED balance due. The seller must schedule a final meter read and a final bill will be processed with the exact amount due. Please call the office to confirm the balance due before remitting payment, as there may be additional charges the seller is responsible for. If we have the final meter read, we will process the final bill and fax it to you.

Your cooperation in this matter is appreciated and it will help us serve you more efficiently.

Thank you.

Municipal Authority of Washington Township

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