

City of Washington
Office of the City Clerk

Cathy B. Voytek, City Clerk
55 West Maiden Street
Washington, PA 15301
Phone: 724-223-4209
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APPLICATION FOR MUNICIPAL LIEN CERTIFICATE*
\$50.00 FEE

ADDRESS OF PROPERTY: _____

PARCEL NUMBER: _____

OWNER NAME(S): _____

(SALE) DYE TEST REQUIRED _____ REFINANCE _____ OTHER _____

3-YEAR TAX RECEIPTS (ADDITIONAL \$25.00 FEE) YES: _____ NO: _____

MAIL TO: _____

THIS FORM IS TO BE RETURNED ALONG WITH DYE TEST APPLICATION TO:
Office of the City Clerk, 55 West Maiden Street, Washington, PA 15301

FOR OFFICE USE ONLY

CITY AND/OR SCHOOL TAXES OWED OR LIENED: _____

SOLID WASTE OWED: _____

EARNED INCOME TAXES OWED: _____

LIENS FOR BUILDING ZONING: _____

DOWNTOWN CAPITAL IMPROVEMENTS: _____

DOWNTOWN SPECIAL SERVICES: _____

NOTE: IF THERE ARE NO LIENS OR MONIES DUE, PLEASE INDICATE "NONE" BY YOUR DEPARTMENT

*Fee for municipal lien letter (\$50. 00) and 3 year tax receipts (\$25. 00) are effective as of January 1, 2007

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All Municipal Lien requests for the City of Washington will be handled through the mail. Requests must be made at least seven (7) days prior to the closing date. Cost of Municipal Lien Certificate is **\$50.00** each, and tax receipts, if requested, are an additional **\$25.00** for 3 years.

Furthermore, per Ordinance No. 1356, Chapter 18, Part 4, Dye Tests, as amended, a Dye Test must be performed at the property prior to a sale and before a Municipal Lien Certificate will be issued. The Dye Test is to determine that there are no illegal storm water connections into the sanitary sewer system. Dye Test applications are available through the Office of the City Clerk and must be filed at least twenty-one (21) days prior to the closing date. Upon passing the inspection, a Document of Certification, good for one (1) year, will be issued by the City Clerk. The cost of the Dye Test is \$70.00. Should the test fail, upon completion of repairs, a second Dye Test will be required at the cost of **\$35.00**.

PLEASE NOTE THAT NO DYE TEST IS REQUIRED WHEN A PROPERTY IS BEING REFINANCED.

Please feel free to copy these blank applications and then forward completed applications for each property as the closing date approaches.

Please note that all fees must accompany the applications. Checks should be made payable to the City of Washington and submitted to the Office of the City Clerk, 55 West Maiden Street, Washington, PA 15301.

Should you have any questions concerning any of the above-mentioned items, please feel free to call my office at your convenience.

Cathy B. Voytek
City Clerk