

Millersburg Area Authority

101 West Street
Millersburg, PA 17061
717-692-4711

OFFICE USE ONLY: ACCOUNT # _____
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Application for Lien Letter and Water/Sewer Statement

Requests for certification/lien letters must be received at least seven (7) business days in advance of closing.

There is a \$25.00 service charge for the preparation and issuance of a Certification/No-lien letter that must be paid prior to the issuance of a Certification/No-lien letter. Please make checks payable to "Millersburg Area Authority" along with a self-addressed, stamped envelope to the address listed above. *An additional \$25.00 is required as an expedition fee if the application is received within less than five (5) business days to closing.*

- Applications for No-Lien Letters **MUST** use this form.
- Applications for No-Lien Letters will **NOT** be processed via telephone or fax.
- "Rush", "ASAP", same-day service, overnight service and/or pick-up service is **NOT** available.
- A sale/foreclose/transfer/closing date must be given so as to provide current information.
- An Incomplete application **WILL** result in the return of the application **WITHOUT** the Lien Letter. If the application is returned a third (3rd) time; an addition \$25.00 will be required.

REQUEST FOR:* Sale/Sheriff/Property Transfer Refinance Foreclosure

Date of Application* _____ Sale/Foreclose/Transfer/Closing Date* _____

Property Address:* _____

Current Property Owner:* _____

Seller's Forwarding Address: _____

Tax Map Number:* _____

Buyer/Purchaser's Name: _____

Buyer/Purchaser's Address: _____

Requesting Agency:* _____

Contact Person:* _____

Mailing Address:* _____

Phone:* _____

** indicates areas of application to be completed.*

OFFICE USE ONLY		
DATE RECEIVED: _____	AMOUNT PD _____	CHECK # _____
INCOMPLETE: _____ No. _____	INCOMPLETE: _____ No. _____	INCOMPLETE: _____ No. _____
RETURN DATE: _____	RETURN DATE: _____	RETURN DATE: _____