

PROCEDURE FOR SALES AND REFINANCES IN KILBUCK TOWNSHIP

(updated March 14th, 2022 by Jean-Sebastien Valois)

WE HOPE THE FOLLOWING INFORMATION IS HELPFUL BUT IF YOU HAVE INFORMATION YOU THINK WOULD BE HELPFUL OR THAT WE SHOULD USE, PLEASE CONTACT THIS OFFICE AT 412-761-3945 or VISIT OUR OFFICES AT 343 Eicher Road, Kilbuck Township, 15237

FOR SALES

1. AN ADMINISTRATIVE FEE OF \$25.00 IS REQUIRED FOR PROCESSING THE SALE OR REFINANCING OF YOUR PROPERTY.

~~**2. AN OCCUPANCY PERMIT AND DYE TEST PERMIT MUST BE SUBMITTED TO THIS OFFICE. FEES ARE \$50.00 PER UNIT FOR THE RESIDENTIAL OCCUPANCY PERMIT AND \$100 FOR THE COMMERCIAL PERMIT.**~~

3. DYE TEST PERMITS ARE \$150.00. THE FORM SHOULD BE COMPLETED BY A CERTIFIED PLUMBER AND RETURNED TO THE TOWNSHIP ADMINISTRATION OFFICE.

- **MAKE CHECKS PAYABLE TO KILBUCK TOWNSHIP AND SEND TO 343 Eicher Road, Kilbuck Township, 15237.**
- **A DYE TEST IS NOT NECESSARY FOR SEPTIC SYSTEMS, CONDOMINIUMS OR CO-OPS.**
- **THE INSPECTION WILL BE DONE ONCE ALL PAPERWORK AND PAYMENTS ARE RECEIVED AT THE ADMINISTRATION OFFICE.**

THE SELLER OR BUYER IS RESPONSIBLE FOR HIRING AND PAYING THE PLUMBER FOR DYE TESTS. KILBUCK DOES NOT REFER ANY SPECIFIC PLUMBER OR COMPANY.

SEWAGE LIEN LETTERS

THERE ARE DIFFERENT SEWAGE COMPANIES THAT BILL FOR KILBUCK TOWNSHIP. CHECK WITH YOUR CLIENT AS TO WHERE THEY PAY THEIR SEWAGE BILL.

THE FOLLOWING PROCESS FOR SEWAGE PAYMENT INFORMATION WILL EXPEDITE YOUR LIEN LETTER:

FOR OHIO TOWNSHIP SANITARY AUTHORITY CUSTOMERS

- **SEND REQUEST AND CHECK FOR SEWAGE LIEN LETTER TO OHIO TOWNSHIP, 1719 ROOSEVELT ROAD, PITTSBURGH, PA 15237. IMPORTANT: MAKE CHECK PAYABLE TO OHIO TOWNSHIP SANITARY AUTHORITY OR OTSA.**

- **FEE FOR THE OTSA LIEN LETTER IS:**

- **\$20.00 IF REQUEST IS RETURNED TO YOU VIA USPS...**
- **\$30.00 IF SENT VIA FAX.**

- **THAT OFFICE WILL SEND THE LIEN LETTER DIRECTLY TO THE PERSON OR COMPANY REQUESTING/ PAYING FOR THE LIEN LETTER. TELEPHONE NUMBER: 412 – 364-4549.**

FOR EMSWORTH BOROUGH SANITARY CUSTOMERS

- **CONTACT CATHY JONES AT EMSWORTH BOROUGH, 171 CENTER AVENUE, EMSWORTH, PA 15202 WITH A CHECK FOR \$30.00 PAYABLE TO EMSWORTH BOROUGH. (THIS WILL INCLUDE PLUMMER AVENUE, NEWMAN DRIVE, GIBB STREET & GIBSON STREET).**

TELEPHONE NUMBER: 412-761-1161.

FOR ALCOSAN CUSTOMERS

- **FOR ALCOSAN CUSTOMERS SEND REQUEST AND CHECK FOR \$30.00 PAYABLE TO JORDAN TAX SERVICE, 102 RAHWAY ROAD, MCMURRAY, PA 15317-3349.**

TELEPHONE NUMBER: 724-731-2300.

~~WASTE MANAGEMENT~~

~~FOR GARBAGE AND RECYCLING~~

~~THE FEE FOR THE LIEN LETTER IS \$15.00 PAYABLE TO WASTE MANAGEMENT. MAIL REQUEST WITH PAYMENT TO WASTE MANAGEMENT, ATTENTION: CHRISTINE, 625 CHERRINGTON PARKWAY, CORAOPOLIS, PA 15108.~~

TAX CERTIFICATION REQUESTS:

1. **CURRENT YEAR SCHOOL TAXES:**

BERKHEIMER TAX ADMINISTRATOR

41 MACEK DRIVE

WALLACE BLDG, ROOM 109

PITTSBURGH, PA 15227

412-881-3075

\$20.00 made payable to Berkheimer Tax Administrator

2. 2010 through CURRENT YEAR TOWNSHIP REAL ESTATE TAXES

AND SEWAGE IF APPLICABLE:

JORDAN TAX SERVICE

102 RAHWAY ROAD

McMURRAY, PA 15317-3349

724-731-2300

\$30.00 made payable to Jordan Tax Service.

3. ALL DELINQUENT SCHOOL TAXES – CALL FOR FEE

ANDREWS & PRICE

1500 ARDMORE BLVD. #506

WILKINSBURG, PA 15221

412-243-9700

SPECIAL NOTES:

- **KILBUCK TOWNSHIP PAYS EMSWORTH BOROUGH A SURCHARGE FOR CUSTOMERS ON PLUMMER AVE, NEWMAN DRIVE, GIBB STREET AND GIBSON STREET. THIS FEE IS BASED ON THEIR QUARTERLY WATER CONSUMPTION.**

- **KILBUCK TOWNSHIP PAYS BEN AVON BOROUGH A MAINTENANCE FEE CUSTOMERS ON (12) CRAWFORD ACRES, (8) WALNUT ROAD, AND (3) DICKSON AVENUE. SEWAGE IS BILLED AND PAID DIRECTLY ALCOSAN. DEQLINQUENT SEWAGE IS COLLECTED BY JORDAN TAX. PLEASE CONTACT JORDAN TAX FOR DELINQUENT SEWAGE AMOUNTS.**

REFINANCE

- **YOU NEED A THREE (3) YEAR TAX CERTIFICATION FROM JORDAN TAX SERVICE, 102 RAHWAY ROAD, McMURRAY, PA 15317-3349. 724-731-2300. \$30.00 FEE PAYABLE TO JORDAN TAX SERVICE.**
- **YOU WILL ALSO NEED A TAX CERTIFICATION FROM BERKHEIMER TAX ADMINISTRATOR, 41 MACEK DRIVE, WALLACE BLDG, ROOM 109, PITTSBURGH, PA 15227. 412-881-3075. 20.00 FEE PAYABLE TO BERKHEIMER TAX ADMINISTRATOR.**
- **YOU WILL ALSO NEED TO CONTACT ANDREWS & PRICE FOR ANY DELINQUENT SCHOOL TAXES. 1500 ARDMORE BLVD. #506, WILKINSBURG, PA 15221. 412-243-9700. PLEASE CALL ANDREWS AND PRICE FOR FEE SCHEDULE.**

- **YOU ALSO NEED A SEWAGE LIEN LETTER FROM ONE OF THE ABOVE SOURCES.**

IF ANY OF THE ABOVE ITEMS IS NOT INCLUDED IN YOUR SALE OR REFINANCE, A FINE WILL BE IMPOSED.

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