

PROCEDURES FOR PURCHASING OR REFINANCING PROPERTY IN BLAWNOX BOROUGH

FOR A SALE:

1. A dye test and sewer lateral inspection by camera are MANDATORY for all sales unless the property has passed a dye test within twelve (12) months prior to the sale, then the dye test is not required (Blawnox Borough Code Section 440-22, Ordinances #600 and #625). The Application for Sanitary Sewer Certification must be received by the Borough at least Thirty (30) days prior to sale. The seller or his/her agent must hire any plumber certified in Allegheny County to complete the dye test and sewer lateral inspection. The plumber must certify that the stormwater is not draining into the sanitary system AND that the sanitary system is properly connected. Plumbers can contact the Borough Office for information about the location and number of the manhole for any property in the Borough.
 - a. The Application and Report of Inspection for Sanitary Sewer Certification form can be printed from the Borough website (www.blawnox.com) or picked up from the Borough Office.
2. An Occupancy inspection must be completed, and a Certificate of Occupancy MUST be issued, for all property sales (Blawnox Borough Code Section 427-25). The occupancy permit application form can be found at www.blawnox.com or be picked up from the Borough Office. Once all of the paperwork for Occupancy has been submitted to the Borough Office the inspector will reach out to schedule the inspection.
 - a. The Occupancy Permit Fee is \$65.00/residential unit and \$100.00/commercial unit. This fee includes one follow-up inspection, if necessary. The fee for a third and any subsequent inspection is \$35.00/unit. Please send a check or money order to Blawnox Borough.
 - b. Any property that has mixed use – both commercial and residential units – will be charged separate fees. For example, the occupancy permit fee for a building with one commercial storefront and two residential units will be \$230.00 (\$100.00 for commercial storefront, plus \$65.00 per residential unit).
3. Blawnox Borough tax collector Casey Cunningham collects all current property taxes. To request a Tax Certification, contact Ms. Cunningham at 351 Walnut Street, Blawnox, PA 15238 or at 412-499-2086.
 - a. The cost of the Tax Certification is Thirty Dollars (\$30), please send a check or money order payable to Casey Cunningham.

- b. The Tax Certification WILL NOT be released until Ms. Cunningham receives confirmation from Blawnox Borough that the dye test, sewer lateral inspection, and occupancy permit requirements have been fulfilled.
4. Blawnox Borough collects all delinquent water, sewage, and garbage fees. To request a Municipal Lien Letter please fill out the No Lien Request form that is available at www.blawnox.com or from the Borough Office. The No Lien Request form must be returned to the Borough Office at 376 Freeport Road, Blawnox, PA 15238 along with a check or money order for Twenty Five dollars (\$25) payable to Blawnox Borough.
 - a. It is not necessary to send an escrow check. The Borough will provide an exact amount due for water, sewage, and trash to be paid at time of closing.
5. Upon receipt of the Dye Test and the Municipal No Lien Letter Request, Blawnox Borough will schedule a time for the Public Works department to enter the property.
 - a. Public Works will check and change the water meter if needed.
 - b. They will also be responsible for checking for a backflow protector and signing off that one is installed in the property.
 - c. Finally, they will check to make sure the outside curb shutoff is accessible.
 - d. Blawnox Borough advises that property owners preparing to sell make sure all of the above is installed and accessible prior to the Public Works appointment.

Please note that reverse mortgages, sheriff sales, and foreclosures are subject to the same requirements set forth above! A dye test and occupancy inspection are still required!

FOR A REFINANCE:

1. A dye test and occupancy inspection are NOT required.
2. Blawnox Borough tax collector Casey Cunningham collects all current property taxes. To request a Tax Certification contact Ms. Cunningham at 351 Walnut Street, Blawnox, PA 15238 or at 412-499-2086.
 - a. The cost of the Tax Certification is Thirty Dollars (\$30), please send a check or money order payable to Casey Cunningham.
3. Blawnox Borough collects all delinquent water, sewage, and garbage fees. To request a Municipal Lien Letter please fill out the No Lien form that is available at www.blawnox.com or from the Borough Office. The No Lien form must be returned to the Borough Office at 376 Freeport Road, Blawnox, PA 15238 along

with a check or money order for Twenty Five dollars (\$25) payable to Blawnox Borough.

- a. It is not necessary to send an escrow check. The Borough will provide an exact amount due for water, sewage, and trash to be paid at time of closing.

Per Blawnox Borough Code a \$300.00 fine may be imposed for closing a sale or refinance without fulfilling the requirements set forth above. If a fine is levied, the buyer will still be responsible for payment of all permit fees and completing the occupancy inspection requirements.

If you have any questions, please call the Blawnox Borough Office at (412) 828-4141.

All forms are available on the Borough Website, www.blawnox.com