

**REQUEST FOR NO LIEN LETTER**

**PENN FOREST TOWNSHIP**

2010 STATE ROUTE 903

JIM THORPE, PA 18229

CARBON COUNTY

Phone: 570-325-2768 Fax: 570-325-8230

Email:pftadmin1@ptd.net or pftadmin2@ptd.net

***Instructions:***

1. *The Penn Forest Township Board of Supervisors have approved prior to the sale of real estate within the Township of Penn Forest a No Lien Letter, must be obtained.*
2. *Applicants for a No Lien Letter for the purpose of a real estate sale must complete an application for a No Lien Letter and submit it to the Township at least fifteen (15) days prior to the closing.*
3. *Complete all items below and submit the request form with a check in the amount of \$15.00 made payable to "Penn Forest Township" ( if the letter is required in less than five (5) business days, the fee is \$30.00, processed immediately.)*
4. *A moving permit is required by the Township within 15 days of settlement. (Must present page 1 of the HUD Settlement sheet or Deed with the Moving Permit.)*
5. ***Applicant MUST notify the Township if the property is purchased along with completing a Moving Permit.***

Date of Request: \_\_\_\_\_ Closing Date: \_\_\_\_\_

Check if Applicable: Vacant Lot \_\_\_\_\_ Residential Structure \_\_\_\_\_ Commercial \_\_\_\_\_

Property Parcel Number: \_\_\_\_\_ Property Location: \_\_\_\_\_

Current Property Owners: \_\_\_\_\_

New Property Owner(s): \_\_\_\_\_

New Property Mailing Address: \_\_\_\_\_

Request Submitted by: \_\_\_\_\_  
(Company Name) (Requestor)

Address: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_