

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

admin1@pennforesttownship.org or admin2@pennforesttownship.org

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.**
6. *Changes required within 30 days to letter are no charge; changes after 30 days require a new request be submitted.*

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: _____