

JORDAN TAX SERVICE, INC.
TOWNSHIP OF BALDWIN
MUNICIPAL CLAIM LETTER APPLICATION

PLEASE ENCLOSE PROPER PAYMENT WITH REQUEST AND
ALLOW (7-10) SEVEN TO TEN BUSINESS DAYS TO PROCESS THIS REQUEST.
REQUEST FOR TAX CERTIFICATION WILL BE RETURNED IF ALL DATA IS NOT COMPLETED.

TOWNSHIP OF BALDWIN: Dye Testing Evidence of Compliance and an Occupancy Permit are required for any SALE or FORECLOSURE on a property, with an existing house/building. Contact Baldwin Township at (412) 341-9597
Dye Test certification fee \$35.00 per parcel - MAIL TO THE TOWNSHIP

*THE MUNICIPAL CLAIM LETTER WILL NOT BE RELEASED UNTIL ALL REQUIREMENTS ARE MET WITH THE TOWNSHIP

JORDAN TAX SERVICES, INC. : Total Fee _____ - made Payable to: "Jordan Tax Service, Inc."
Municipal Claim Certification: \$30.00 Per Parcel - Residential or \$50.00 Per Parcel - Commercial (Sewage & Trash)

MAIL TO: Jordan Tax Service, Inc., 102 Rahway Rd, McMurray, PA 15317 (724) 731-2351

APPLICATION DATE: _____

REFINANCE? YES NO

SALE? YES NO

CLOSING DATE: _____ **File #:** _____ **Block & Lot or Other Description:** _____

OWNER / SELLER

Seller's Address: _____

Property Address: _____

Rental Property? YES NO Commercial Property? YES NO # of Units: _____

Seller's Forwarding Address:
(REQUIRED FOR A SALE - DO NOT OMIT)

BUYER'S NAME: _____

Seller's Agent: _____ Phone #: _____

Requested by: _____ Phone #: _____

Closing Officer: _____ Phone #: _____

Closing Company: _____ Phone #: _____

Mailing Address: _____
Fax #: _____

Email Address: _____

PLEASE ENCLOSE PROPER PAYMENT WITH THIS REQUEST & ALLOW (7-10) SEVEN TO TEN BUSINESS DAYS TO PROCESS THIS REQUEST. YOUR REQUEST FOR A TAX CERTIFICATION WILL BE RETURNED &/OR NOT RELEASED IF ALL DATA IS NOT FULLY COMPLETED ON THIS FORM.

PLEASE INCLUDE A SELF-ADDRESSED STAMPED ENVELOPE FOR RETURN REPLY
NO VERBALS OR FAXED INFORMATION WILL BE ISSUED FROM THIS OFFICE ON ANY REQUEST!