

REQUEST FOR LIEN LETTER
BOROUGH OF MARKLEYSBURG
PO BOX 25, MARKLEYSBURG, PA 15459

TODAY'S DATE _____

SELLING _____ REFINANCING _____ ARTICLES OF AGREEMENT _____

PROPERTY OWNER(S) NAME(S) _____

ADDRESS OF PROPERTY (BEING SOLD) _____

TAX MAP NUMBER _____

CLOSING DATE _____

OWNER(S) FORWARDING ADDRESS _____

BUYER(S) NAME(S) _____

BUYER(S) CURRENT ADDRESS _____
(IF NOT MOVING TO
ABOVE PROPERTY) _____

REQUESTOR'S NAME _____

AGENCY/ATTORNEY/BANK _____

MAILING ADDRESS _____

TELEPHONE NUMBER _____

FILE NUMBER (IF APPLICABLE) _____

**** THERE WILL BE A \$20.00 ADVANCE SERVICE CHARGE FOR THE PREPARATION OF THE LIEN LETTER. ****
PLEASE MAKE CHECKS PAYABLE TO "BOROUGH OF MARKLEYSBURG" THE LETTER WILL BE PREPARED WITHIN
TWO (2) BUSINESS DAYS AFTER RECEIPT OF YOUR COMPLETED APPLICATION AND SERVICE CHARGE
PAYMENT. ANY QUESTIONS CALL 724-329-1459.

*IF THIS PROPERTY DOES NOT CLOSE ON THE DATE SHOWN ABOVE, IT IS YOUR RESPONSIBILITY TO CONTACT
THE BOROUGH, IN WRITING, FOR AN UPDATED AMOUNT. YOU MAY EMAIL YOUR REQUEST TO US AT
MARKLEYSBURG@MARKLEYSBURG.PA.US. THE BOROUGH CANNOT PROVIDE VERBAL UPDATES.*

FOR OFFICE USE ONLY:
CHECK # _____ CASH _____ AMOUNT \$20.00 DATE ____/____/____