

Penn Township Municipal Lien Letter Request Form

PENN TOWNSHIP
157 E. Airport Road
Butler, PA 16002

MUNICIPAL LIEN LETTER REQUEST

Request Date: _____

Property Information

Property Owner: _____

Buyer: _____

Property Address: _____

Parcel Number: _____

Requestor Information

Name: _____

Phone: _____

Email: _____

Letter Delivery Method

Please select **one** method for receiving the completed lien letter:

- Mail
- Fax
- Email

If requesting delivery by mail:

Please include a **pre-addressed, postage-stamped envelope** with this request.

Mailing Address:

Fax Number: _____

Email Address: _____

Fee

Municipal Lien Letter Fee: \$20.00

Payment must be made by check payable to:

Penn Township

Please mail the completed request form, required information, \$20.00 payment, and pre-addressed postage-stamped envelope (if requesting delivery by mail) to:

**Penn Township
157 E. Airport Road
Butler, PA 16002**

Requestor Certification

I certify that the information provided above is complete and accurate and that I have included the required \$20.00 fee. I understand that a pre-addressed, postage-stamped envelope must be provided if I am requesting that the lien letter be returned by mail.

Requested By: _____

Signature: _____

Date: _____