



BUTLER AREA SEWER AUTHORITY

100 Litman Road, Butler PA 16001 • PHONE (724) 282-1978

NO LIEN LETTER REQUEST

A no lien letter is required at the closing or settlement process for all properties located within the Butler Area Sewer Authority (BASA) sewer service area. The letter provides information about the property that includes any amounts billed and owing, notification of liens held against the property, and instruction on how to pro-rate any incurred, but unbilled charges through the date of the sale. The Authority does not close accounts and finalize billings with the current owner, but instead places the existing account directly into the new owner's name. Therefore the account remains with the property before, during and after the transfer of ownership, which is in part why a no lien letter is so important to obtain. All properties that are, or will be, for sale, transfer, mortgage*, or refinancing* are required to schedule a Realty Transfer I & I Inspection. Please reference basapa.org for further detail regarding the Realty Transfer I&I Inspection program or contact the office at **724-282-1978**.

DATE REQUESTED: _____

For BASA Use Only: Date Received: _____

No. of EDUs: _____ Date Processed: _____

REQUESTING GROUP INFORMATION:

Group Name: _____

Mailing Address:

File Number: _____

Contact Name: _____

Phone No.: _____

RETURN METHOD (check one):

By Fax: If so, Fax No.: _____

By email: If so, Email Address: _____

By Mail: If so, Address if Different than Above and Include a Self-Addressed Stamped Envelope:

PROPERTY INFORMATION:

Owner Name(s): _____

Property Address:

Map/Parcel No.: _____

BASA Account No.: _____

TRANSACTION TYPE AND PAYMENT:

Sale: Yes No Refinancing: Yes No **If Yes**, Refinancing for Home Improvements: Yes No

Buyer Name(s): _____ ANTICIPATED CLOSING DATE: _____

A non-refundable no lien letter processing fee of \$20.00 has been enclosed, payable to Butler Area Sewer Authority

**If for the purpose of acquiring title to, or improving, modifying, repairing which requires a building permit under the UCC.*