

**JORDAN TAX SERVICE, INC.
BOROUGH OF BELLEVUE
MUNICIPAL CLAIM LETTER APPLICATION**

PLEASE ENCLOSE PROPER PAYMENT WITH REQUEST & ALLOW (7) SEVEN BUSINESS DAYS TO PROCESS THIS REQUEST. REQUEST FOR MUNICIPAL CLAIM LETTER WILL BE RETURNED IF ALL DATA IS NOT COMPLETED.

PLEASE CONTACT TERI HOWELLS GODKIN AT BELLEVUE BOROUGH 412-766-7453 FOR CURRENT TAX CERTIFICATION.

MUNICIPAL CLAIM LETTER: \$25.00 PER BLOCK/LOT (CURRENT/DELINQUENT GARBAGE & SEWAGE)

DELINQUENT TAX CERTIFICATION: \$45.00 PER BLOCK/LOT

PAYABLE TO: JORDAN TAX SERVICE, INC.

MAIL TO: 102 RAHWAY ROAD, MCMURRAY, PA 15317 PHONE: 724-731-2351 FAX: 724-731-2396

Application Date: _____ **MUNICIPAL CLAIM LETTER REQUEST:** YES NO

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:

BUYER'S NAME:

Requested By: _____ Phone #: _____

Closing Officer: _____ Phone #: _____

Closing Company: _____ Phone #: _____

Mailing Address:

Fax #: _____

PLEASE ENCLOSE PROPER PAYMENT WITH THIS REQUEST & ALLOW (7) SEVEN BUSINESS DAYS TO PROCESS THIS REQUEST. YOUR REQUEST FOR A MUNICIPAL CLAIM LETTER 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!**