

## **\*Checklist for closing\***

### Township Required Items

- **Occupancy Inspection** - \$75.00 - Needs to be scheduled with Harry, our Code Enforcement Officer. Application needs to be completed and submitted to the Township prior to scheduling.
- **Dye Test Certificate** - \$30.00 - Dye test form needs to be completed by a certified plumber and submitted to the Township for the certificate to be issued.
- **Municipal Lien Letter** - \$30.00 - Municipal Lien Letter will provide the balance due on all water/sewer accounts and any outstanding permits/code violations for the property. Closing companies need to send their standard request form to the Reserve Township Office. Please include the property address on the request form submitted for reference.
- **Final Read** - \$40.00 - Final water/sewer read will be taken 2 days before the closing date for the most accurate final bill.

### Other Required Items

- **County Hauling Trash Service** - Reach out to County Hauling regarding bill information. The Township does not have access to this information. Please call them at 724-929-7694.
- **Jordan Tax Service** - A closing company can send their standard request form with the \$30.00 per parcel fee to the referenced address below :  
Jordan Tax Service, Inc. 102 Rahway Road McMurray, PA 15317

Please issue 4 separate checks to Reserve Township for processing the first 4 checklist items at the referenced address below. All documents will be emailed to the closing company 2 days before the closing date.

Reserve Township  
33 Lonsdale Street  
Pittsburgh, PA 15212