



# Application for Municipal Lien Statement

**LIEN STATEMENTS WILL NOT BE ISSUED UNTIL PAYMENT HAS BEEN RECEIVED.** The \$25.00/parcel fee is payable by mail via check or money order made out to City of New Castle, or in person at the Municipal Building by cash. Please allow seven (7) business days from receipt of payment to process. Lien letters needed sooner than five (5) business days from receipt of payment will be charged an additional \$15.00 per parcel rush fee. Please verify your information is correct. Refunds/replacements will not be given for incorrect information. For returns via U.S. Mail, please include a self-addressed stamped envelope.

Submission options:

- Mail to City Solicitor's Office at the Municipal Building (230 N. Jefferson St., New Castle, PA 16101)
- Fax to (724) 654-9561
- Scan and e-mail to [solicitor@newcastlepa.org](mailto:solicitor@newcastlepa.org)

Date: \_\_\_\_\_  Sale  Refinance  Other \_\_\_\_\_

Present Deeded Owner(s): \_\_\_\_\_

Property Address: \_\_\_\_\_

Parcel ID No.: \_\_\_\_\_

Requesting Agent: \_\_\_\_\_

Requesting Agent's Phone: \_\_\_\_\_

Date of Closing: \_\_\_\_\_

Preferred Method of Delivery:  Fax  E-mail  U.S. Mail

Delivery Information: \_\_\_\_\_  
(Fax Number, e-mail address or mailing address to be sent to.) \_\_\_\_\_

Additional Instructions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note you must also obtain an Act 121 Certificate before the sale of property. Please contact Code Enforcement at (724) 656-3535.