

REQUIREMENTS FOR SELLING & BUYING PROPERTY IN APOLLO BOROUGH

DYE TEST: The application fee is **\$40.00**. **You are to schedule an appointment with a certified plumber to conduct the dye test.** You may use any certified plumber – if you don't know of one, we do have a gentleman that does some of them in Apollo Borough (not affiliated with Apollo Borough) – Dion Garrett 724-224-2900. If you choose another certified plumber, you will need to contact the Apollo Borough Office to let us know the day/time so a Borough Employee will be at the inspection. **You are responsible for the plumber fees.** The \$40 check is made payable to Apollo Borough. The Apollo Borough phone number is 724-478-4201. Ordinance 270-16.

OCCUPANCY INSPECTION: The application fee is **\$90.00 per unit**. **We coordinate the day/time of the inspection with you and the inspector.** We pay the inspector from the \$90.00 fee. He generally does Apollo Borough inspections on **TUESDAY** mornings. If the day changes, we will know the week before scheduling. The \$90 fee per unit is made payable to Apollo Borough. If any unit in your building fails the inspection, there will be an additional \$90 .00 per unit for rescheduling. In this packet is the actual checklist the inspector uses. Ordinance 271-16.

LIEN REQUEST: A lien request is **\$30.00 per unit**. This is for the current garbage/sewer/storm water maintenance fund bills, and we send a request to the Magistrate to see if any outstanding citations. The \$30 fee per unit is made payable to Apollo Borough.

THE DYE TEST AND THE OCCUPANCY INSPECTIONS ARE REQUIRED TO PASS AND PAID FOR PRIOR TO THE LIEN LETTER BEING SUBMITTED BY THE BOROUGH FOR THE CLOSING. THE CLOSING IS NOT PERMITTED TO BE CONDUCTED WITHOUT THE LIEN LETTER INFORMATION

*Apollo Borough must be informed after the closing occurs, along with the new owner's name and address. The Apollo Borough must be informed if the property is to be a rental property.

APOLLO BOROUGH

Sewer – Kiski Valley Water Pollution Control Authority	724-568-3655
Water – Municipal Authority of Westmoreland County	1-800-442-6829
Electric – West Penn Power	1- 888-544-4877
Gas – Peoples Natural Gas	1- 800-764-0111
Telephone – Windstream	724-543-7612
Cable – Comcast	1-800-266-2278
Garbage Company – Waste Management	1 -800-866-4660
Armstrong County Courthouse	724-543-2500
Apollo Post Office	724-478-4707

If you have any questions, you can email Jamie at boroughclerk@apollopa.net
724-478-4201

BOROUGH OF APOLLO

P.O. Box 306, Apollo, PA 15613 - Website: www.apollopa.net

NO LIEN LETTER APPLICATION

REQUIREMENTS FOR THE ISSUANCE OF A NO-LIEN LETTER

- Requests for lien letters must be received *at least seven working days in advance of closing*.
- A forwarding address for the SELLERS *must* be provided.
- The Borough charges a fee of **\$30 per unit** for the issuance of a no-lien letter for GARBAGE and SEWER ONLY. This also includes a separate lien letter for vacant lots.
that must be paid in full prior to the issuance of a no-lien letter.
- A \$30 per unit check payable to the Apollo Borough.

Please help save unnecessary phone calls or emails by using the instructions above and by using the checklist requirements provided below. Thank you!

- ✓ Enclose a \$30 fee for no-lien letter?
- ✓ Provide a self-addressed stamped envelope?

APPLICATION FOR A NO-LIEN LETTER

Please read and review the above procedures to ensure a timely response to your no-lien letter request. This form *must* be used to request a no-lien letter. Be advised that if all the requirements are not met, a no-lien letter cannot be issued. Please type or print the information below and return the no-lien application to the Borough of Apollo, P.O. Box 306; Apollo, PA 15613.

Owner's Name _____

Address of property _____ Lot & Block No. _____

Seller's Forward Address (**Not an option, MUST be provided**) _____

Purchaser's Name _____

Agency or Realtor Requesting No-Lien Letter _____

Address _____ Phone No. _____ FAX No. _____

Contact Person _____ Ext. No. _____ Email Address _____

Closing Date _____

Upon completion of the sale of the property, PLEASE PROVIDE the name, address and phone number of the new owner to the Borough Office. Also, please notify the new owners that a Rental Inspection must be obtained if the property is to become a rental property. The information and application for the inspection may be obtained through the Borough Office.

If you have any questions please contact the Apollo Borough Secretary/Treasurer regarding claims for liens for Garbage and Sewer bills at boroughmanager@apollopa.net or phone 724-478-4201 x1

All forms are available on the Borough's website: www.apollopa.net

SAFETY

P	F	The house number must be visible from the street
P	F	Foundation Walls must be structurally sound with no openings that are not sealed to prevent animals and vermin from entering
P	F	All stairs (4 or more steps including the landing) must have a secure "graspable" handrail.
P	F	Smoke Detectors must be provided and operational to test on all floors including stair accessed attics and basements. They also must be installed "in" each sleeping area. Location of the sleeping area devices shall be on the ceiling above the exit or in the space on the wall above the door.
P	F	Carbon Monoxide Detectors must be present "outside" the sleeping areas. If the structure has sleeping areas on multiple floors, one must be provided on each floor.
P	F	All Windows that are designed to open must be self-supporting. Glazing may not be broken or cracked
P	F	Any penetrations in the basement ceiling and/or attached garage to living area shall be plugged with an approved fire stopping material.
P	F	Any room that's only exit is through an adjoining room is considered captive and cannot be used as a sleeping area.
P	F	All uncovered insulation in the basement must either be covered or the vapor barrier removed.
P	F	All floors, walls and ceilings must be in finished condition including paint.

ELECTRICAL

P	F	Electrical Service - Meter Socket must be free of significant rust, Service Cable securely attached to structure and insulation in tact without the "Neutral" being visible
P	F	All Electrical Outlets must operate properly and have covers installed, 3 prong outlets must have the Hot, Neutral and Ground working properly. All furniture must be pulled from the walls for inspection
P	F	All outlets within 6' of a water source must be GFCI protected including Kitchen Sinks, Washing Machines, Bathrooms, Outdoor and Garage receptacles. They must trip upon test.
P	F	There can be no exposed Romex in any living areas. It must be in Conduit or Wiremold. All unfinished basement wiring must be secured with staples and all connections in a covered junction box
P	F	The Breaker or Fuse panel cannot have any "uncovered" blank spaces.

MAINTENANCE

P	F	No peeling or chipping paint visible on Siding, Windows and/or Soffit & Fascia. Structures inspected between April 1 & October 31 must be completed.
P	F	Structures inspected between November 1 & March 31 will be noted for completion when the weather permits.
P	F	"Non-Decorative Vegetation" shall not be visible within 5' of foundation walls including vines, weeds, and untrimmed trees.
P	F	Gutters and Downspouts must be intact, operational and free of visible debris from the ground.

PLUMBING & MECHANICAL

P	F	The pressure relief valve on the Hot Water Tank must be terminated 6" from the floor
P	F	Venting from the Hot Water Tank and Furnace must be free of holes, substantial rust and must be sealed to the chimney.

This is the form the Inspector uses

Apollo Borough

Form requesting a property to close with a non-passed inspection.

Apollo Borough PO Box 306; Apollo, PA 15613
809 N. Warren Avenue; Apollo, PA 15613
boroughclerk@apollopa.net
724-478-4201

Date: _____

Address in Apollo Borough _____

Seller (s) _____

Buyer (s) _____

Dye Test: Passed ☐ Failed ☐

Occupancy Inspection: Passed ☐ Failed ☐

I _____, acknowledge the property of _____
will remain vacant until it has passed both required inspections listed above
in accordance with Ordinance 270-16 for the Dye Test and Ordinance 271-
16 for the Occupancy Inspection. There will be a required ninety (90) dollar
fee for the additional Occupancy inspection.

(signature of Buyer)

(signature of additional Buyer if needed)

This section below is reserved for Notary Seal and required information for Notary.

IF THE BUYER CHOOSES TO USE THE PROPERTY AS A RENTAL

FORM FOR PROPERTY OWNERS WHO ARE RENTING THEIR PROPERTY

Apollo Borough needs to know your mailing address and phone number.

Address _____

Phone Number: _____

Apollo Borough also needs to know if the property will be rental property.

_____ yes or _____ no

Apollo Borough Address _____

● Please note: If it is a rental property the following will be required:

Rental Inspection (\$60 per unit)

Annual Landlord Registration (\$50 per unit)

The Annual Landlord Registration information is mailed out every December.

You will receive a packet with the required forms and explanations.

The paperwork will say when the Registration is due- usually mid-January.

(signature)

(signature)

(printed name)

(printed name)