



REQUEST FOR LIEN LETTER & OCCUPANCY PERMIT APPLICATION

Any property in Mt. Oliver that is being sold or refinanced requires a Lien Letter. If the property is being sold, an Occupancy Inspection is required for the residential units. A Dye Test is also required if one has not been completed within the past 5 years. This form must be completed in its entirety. Once all requirements have been completed, the lien letter and all supporting documents will be emailed to the requester.

Today's Date

1. YOUR INFORMATION

First Name Last Name
Address City Zip
Email Address Phone

2. PROPERTY INFORMATION

Request Type: ☐ Property Sale ☐ Refinance Closing Date
Lot/Block No. # Resident Units Dye test completed within 5 yrs?: Yes ☐ No ☐
Address City Zip

3. SELLER INFORMATION

First Name Last Name Phone
Email Address

4. BUYER INFORMATION

First Name Last Name Phone
Email Address

5. CONTACT FOR SCHEDULING INSPECTION (Property sale only. Include fee below)

First Name Last Name Phone

6. ATTEST & SUBMIT

I hereby attest to the truth and accuracy of the information contained in this application.

Signature Owner/Agent _____

Include with this form:

- ☐ Lien Letter Fee (\$65)
- ☐ Residential Inspection Fee (\$250/unit)
- ☐ Dye Test Inspection Report (\$65 if applicable)

Date Total Enclosed \$

FOR OFFICIAL USE ONLY

Approved By
Date

Processed By
Total Received: cash ☐ check ☐