



City of Pittsburgh

Request to Include Tax Delinquent Property in a Treasurer's Sale Proceeding



- This application begins the qualification process for persons who would like to request tax delinquent property be included in a Treasurer's Sale.
- For assistance in completing this form, please call the Real Estate Division at (412) 255-2300 or come to the Real Estate Division in-person.
- The Dept. of Finance webpage (pittsburghpa.gov/finance/property-sales) provides responses to property sales frequently asked questions.
- You must fully and accurately complete both pages of this application or it may not be processed. You will be notified of an unprocessed form.
- Applicants must not have unresolved taxes, balances, permit violations, or unregistered businesses. A background check will be executed.
- If the applicant is enrolled and current in an approved payment plan with Jordan Tax Services (JTS) for delinquent Real Estate Tax payments or Pittsburgh Water and Sewer Authority (PWSA) charges, certification from JTS demonstrating compliance with the payment plan(s) must be attached. Please complete the front side of this form and provide it to JTS to obtain certification. You may contact JTS at (412) 835-5243.
- Please submit the application (with any attachments) to the City's Real Estate Division via mail, in-person, or e-mail (please send encrypted).
 - Physical Address: City-County Building, Department of Finance- Real Estate Division, 414 Grant Street, Pittsburgh, PA 15219-2476
 - Email Address (Please send encrypted): property.sales.3tb@pittsburghpa.gov
- Please note that this is an application only and does not bind the City of Pittsburgh to a transaction.
- Please allow up to six weeks for processing.

Individual Buyer Qualification Information

Complete if purchasing property as an individual or jointly with your spouse.

Applicant Name (<i>First, Last</i>): _____	SSN (<i>Last Four</i>): _____
Spouse's Name (<i>First, Last</i>): _____	Spouse's SSN (<i>Last Four</i>): _____
Home Address (<i>No P.O. Box</i>): _____	City, State, Zip Code: _____
Do you rent? Or Own? _____	Email Address (<i>Preferred</i>): _____
Phone Number (<i>Personal Phone</i>): () - _____	

Is the applicant on a payment plan with Jordan Tax Services (JTS) for Real Estate Taxes or PWSA charges? Yes No

If you answered "yes" to the above question, official certification from Jordan Tax Services demonstrating compliance with the payment plan(s) must be attached. Please complete the front side of this form and provide it to JTS. You may contact JTS at (412) 835-5243.

Are you a builder, developer or operating a business? Yes No	If yes please complete:	
Business Name _____	Address _____	City Tax Account # _____

Property Owned in the City of Pittsburgh

Complete for any and all properties owned by the applicant within the City of Pittsburgh. To list additional property, please attach an additional page.

	Address (<i>Street, City, State, Zip Code</i>)	Ward*	Block/Lot Number*
1.	_____		
2.	_____		
3.	_____		
4.	_____		
5.	_____		
6.	_____		
7.	_____		
8.	_____		
9.	_____		
10.	_____		
11.	_____		
12.	_____		

(*The Ward and Block/Lot Number can be viewed on the Allegheny County website: <http://www2.county.allegheny.pa.us/RealEstate/Search.aspx>)

For City Use Only		
Received by: _____	Date: _____	Reason for Denial (<i>If Applicable</i>):
Approved by: _____	Date: _____	
Denied by: _____	Date: _____	



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I hereby request that the City of Pittsburgh include the following tax delinquent property in a Treasurer's Sale (all information must be completed or the application will not be processed). **If this request is for a structure you must attach a current photo. (Do NOT attach the photo from the county's website, it is outdated)**

Ward _____

Ward _____

Block & Lot _____

Block & Lot _____

Address _____

Address _____

Is this a side lot? Yes No

Is this a side lot? Yes No

I am making this request because: (What are you going to use it for?)

Important: This request is NOT a guarantee that the City of Pittsburgh will acquire and sell you this property.

Applicant Name (Printed): _____

Applicant Signature: _____

Date: _____