V. 1/2018

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 *(First, Last)*: _____ SSN *(Last Four)*: ___ ___ ___ ___

Spouse's Name *(First, Last)*: _____ Spouse's SSN *(Last Four)*: ___ ___ ___ ___

Home Address *(No P.O. Box)*: _____ City, State, Zip Code: _____

Do you rent? ☐ Or Own? ☐ Email Address *(Preferred)*: _____

Phone Number *(Personal Phone)*: ( ) -

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 *(Street, City, State, Zip Code)*	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 *(If Applicable)*:
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 _____

Block & Lot _____

Address _____

_____

Is this a side lot? Yes ☐ **No** ☐

Ward _____

Block & Lot _____

Address _____

_____

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: _____