



Acquisition of Borough-Owned Adjacent Lots Process and Application

Please use this application if you are interested in acquiring a Borough-owned lot that is adjacent to property that you own. This process is defined by 8 Pa. C.S.A. 1201.1

There is no application fee; however, applicant must pay the following fees:

- \$250 non-refundable appraisal fee for vacant lots; \$500 fee for lots with structures (fee can vary depending upon features of the lot), submitted with application.
- \$300 Deed prep, payable at closing
- \$181.75 recording fee, payable at closing
- 2% of purchase price transfer tax, payable at closing.

Applications should be emailed to the Borough Manager (jantinori@wilkinsburgpa.gov) and Code Enforcement Officer (omcafee@wilkinsburgpa.gov) or deliver or mail to Code Enforcement Office in the Wilkinsburg Borough Building, 2nd floor, 605 Ross Avenue, Wilkinsburg, PA 15221. 412-244-2900. Appraisal fee payable via check or money order. Contact Code Enforcement if you wish to pay via credit card.

Application process

- Applicant submits this form and non-refundable appraisal fee.
- Code Department reviews applicants for outstanding code violations or delinquent taxes.
- Approved applications are advanced to Borough Council; applicants will be invited to appear at a Council meeting to answer any questions from

members of Council about their application.

- If property's appraised value is less than \$6,000, Council can sell the property without a public auction. For property with appraised value greater than \$6,000, Borough Manager will consult with applicants on process for public auction. For property under \$6,000, the process is as follows:
- Borough Council shall make a public announcement of its intention to sell the real estate at a regular session of Council at least 30 days prior to the sale.
- Borough Council can act to approve the sale of the real estate at the end of the 30-day notice-to-sell period.
- Applicant will schedule a closing meeting with Borough Manager and Borough Solicitor. At this meeting, applicant will pay the following via certified check or money order:
 - Purchase price: (appraised value)
 - Deed prep: \$300.00
 - Recording fees: \$181.75
 - Transfer tax: 2% of purchase price

Acquisition of Adjacent Lot Application

Applicant Information

General Information

Address of lot to be acquired: _____

Lot and Block #: _____

Name of Applicant: _____

Mailing Address: _____

Daytime Phone: _____

Evening Phone: _____

Email Address: _____

Is Applicant current on all real estate taxes for properties owned in Allegheny County?

Yes No Not Applicable

Does Applicant have any open building code violations for properties owned in Allegheny County?

Yes No Not Applicable

Additional Property* _____

* Note: List all other real property in Allegheny County owned by the applicant or in which the

applicant has any shared ownership interest. Include addresses and lot and block #s. Attach an additional sheet if necessary.

Reason for interest (insert or attach plans for immediate use of property or possible future plans.)

Please attach the following items to this application:

- 1) Appraisal fee of \$250 (unless otherwise specified by Borough) payable by check or money order to Borough of Wilkinsburg. Appraisal fee is non-refundable.
- 2) Copy of deed for property adjacent to Borough-owned lot.

Affirmation

IT IS A MISDEMEANOR UNDER THE ACT OF DECEMBER 6, 1972, 18 PA C.S.A. §4984 TOMAKE A FALSE STATEMENT WITH INTENT TO MISLEAD PUBLIC OFFICIALS.

I hereby certify that the statements made in this Application are true and correct to the best of my knowledge, information and belief. I understand that these statements will be relied upon and that false statements are grounds for revocation of the approval of this Application.

Date: _____ Signature of Applicant: _____