

**REPORT OF CLOSING OFFICER**

Revised 2/2013

Please note the requirements for all Borough of Jefferson Hills Municipal no-lien letters.

The Closing Officer must immediately complete and return the following form for final billing records

TO: Borough of Jefferson Hills  
925 Old Clairton Road  
Jefferson Hills, PA 15025  
Phone: (412) 655-7735 Fax: (412) 655-3143

**TYPE**

- The closing was finalized on \_\_\_\_\_  
(Date)
- The sale has been canceled \_\_\_\_\_  
(Date)

Lot & Block No.: \_\_\_\_\_

Service Address: \_\_\_\_\_  
(House Number) (Street Name)

Seller(s): \_\_\_\_\_

Forwarding Address: \_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (Zip Code)

Buyer(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City) (State) (Zip Code)

\_\_\_\_\_  
Print or type name of Closing Officer

\_\_\_\_\_  
Telephone