



## WHO IS RECA?

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Real Estate Closing Assistance, Inc. would like to assist you with your real estate closing needs. For more than 20 years, our company has worked closely with County and Municipal offices across Pennsylvania. We gather the material needed for closings, including, but not limited to the following:

- **County Tax Certification**
- **Local and School Tax Certifications**
- **Delinquent Tax Certifications**
- **Local and School Tax Certifications**
- **Lien Letters**
- **Water and Sewer Information**
- **Dye Test Certifications**
- **Zoning Certifications**
- **Occupancy Permits**

We realize that the information we gather is instrumental in completing the closing of your transactions. Our primary objective is to deliver the information that you need in a prompt and efficient manner.

## INFORMATION WE OBTAIN

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We contact each municipality to obtain the requirements to fulfill a closing for a sale or a refinance. We submit requests to municipalities via email and/or fax in order for us to more efficiently process your request.

RECA will front the fees required to process your request and will scan and send the file upon completion, with invoice included. We ask that you pay that invoice at your earliest convenience.



## STANDARD SERVICE FEE

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Our standard service fee is \$60 per order. This includes obtaining tax certifications, lien letters, water letters, sewage letters, and any additional requirements such as zoning certifications, dye test certifications, occupancy permits, etc.

## REDUCED SERVICE FEE

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When an order is placed for tax certifications only a reduced service fee of \$35 will be charged.

## CANCELLATION POLICY

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If an order is cancelled, please contact us immediately, and we will request refunds for any certifications not yet issued. We will invoice for only the expenses incurred plus the applicable service fee.

## METHODS OF ORDERING

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E: [goreca@comcast.net](mailto:goreca@comcast.net)  
Ph: 412.884.8068  
Fax: 412.884.8069  
4716 Gardenville Rd  
Pittsburgh, PA 15236

The following page is a sample order form. This form serves as an example and does not need to be completed, however, all of the information requested on the form should be supplied to us to help expedite your request.



## ORDER FORM

Date \_\_\_\_\_ Your File No. \_\_\_\_\_

Closing Date \_\_\_\_\_ Full Service Order \_\_\_\_\_

Tax Information \_\_\_\_\_

Owner / Seller \_\_\_\_\_

Phone \_\_\_\_\_

Forwarding Address \_\_\_\_\_

Buyer/Refinance \_\_\_\_\_

Phone \_\_\_\_\_

County \_\_\_\_\_

Municipality \_\_\_\_\_

Property Address \_\_\_\_\_

Block & Lot / Tax ID \_\_\_\_\_

Company \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_